



FISCAL 2022 MUNICIPAL BUDGET

July 1, 2021 - June 30, 2022

Town of Great Barrington



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Mark Pruhenski
Town Manager

E-mail: mpruhenski@townofgb.org
www.townofgb.org



Town Hall, 334 Main Street
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2
Fax: (413) 528-2290

TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

February 8, 2021

Dear Honorable Members of the Selectboard and Finance Committee:

In accordance with Chapter C, Section 6 of the Town Charter, I hereby submit Great Barrington's proposed Fiscal Year 2022 Operating and Capital Budgets. I am pleased to present a balanced budget with expenditures not exceeding conservative revenue projections while maintaining or increasing the level of quality public services our residents, business owners, and visitors have come to expect.

Great Barrington, like most communities in the Commonwealth, relies heavily on revenues generated by local property taxes. This year is no different with an estimated 77% of our budget funded from taxation (down from 81% in FY21). Other sources of revenue include local receipts, state aid, certified free cash, and funding from grants.

Below you will find the draft schedule of budget hearings followed by an "At-A-Glance" Summary of expenses and revenues, and an overview of the key issues for discussion this year:

FY22 BUDGET CALENDAR:

Date:	Time:	Location:
Tuesday February 16 th	6:30 PM	Zoom
Wednesday February 17 th	6:30 PM	Zoom
Wednesday February 24 th	6:30 PM	Zoom
Tuesday March 2 nd	6:30 PM	Zoom
Tuesday March 30 th	6:30 PM	Zoom (Public Hearing)

PROPOSED FY22 EXPENSES AT-A-GLANCE:

TOWN OPERATING BUDGET: The proposed operating budget is \$12,912,184 which is an increase of 5.6% over FY21.

WASTEWATER TREATMENT: The proposed operating budget for the Enterprise Fund is \$2,414,500, which is a 1.7% increase over FY21. As an Enterprise Fund, all expenses associated with this budget are funded by the users of the system only. The proposed Capital Budget for the Wastewater Treatment Plant (WWTP) requests a total authorization of \$405,500 this year.

CAPITAL BUDGET: The proposed general fund capital budget requests a total authorization of \$2,536,280 this year, a decrease of 30.4% from FY21, with \$806,830 in funding expected through other revenue sources such as grants and Chapter 90 funding.

SCHOOL ASSESSMENT: The estimated assessment for our share of the Berkshire Hills Regional School District Budget is \$18,432,734, which is an increase of 4.9% over FY21.

ESTIMATED FY22 REVENUES AT-A-GLANCE:

PROPERTY TAXES: This year's budget assumes that \$25,004,965 of revenue will be collected through local property taxes. An increase of \$368,585 or 1.5%. This is the lowest proposed increase since 2014.

LOCAL RECEIPTS: This year's budget assumes that \$2,025,000 will be collected through our local revenue streams. This includes motor vehicle excise taxes, license/permit and inspectional fees, local option taxes from rooms, meals, and the sale of retail marijuana products.

STATE AID: This year's budget assumes that we'll receive approximately \$1,195,215 in state aid, an increase of \$7,847 or 0.7%.

FREE CASH: Our available general fund Certified Free Cash is \$5,614,845. Retained Earnings for the Enterprise Fund is certified at \$5,088,773. This year's budget proposes to apply \$3,525,000 in Free Cash to reduce the tax levy, an increase of \$996,000 over FY21.

OPERATING BUDGET HIGHLIGHTS AT-A-GLANCE
BY DEPARTMENT IN THE ORDER IN WHICH THEY APPEAR IN YOUR BUDGET BINDER:

Finance Committee 01131- While this budget appears to be a decrease from the prior fiscal year, we included a new contingency line this year totaling \$60,000. This increase is proposed to allow for some mid-year salary adjustments and to fund a salary survey for Department Heads.

Technology 01136- This year's technology budget includes an increase of \$32,350 for software license fees and telephones, as well as an increase for regular repairs and maintenance.

Police Department 01210- Two new lines were added to the Police Department budget this year. One is for the addition of a Community Outreach Officer that our new Chief will describe in more detail during our budget hearings, and a new line for education and tuition reimbursement. Our collective bargaining agreement has provided an option for reimbursement for many years, but the town has never budgeted for this until now. The total increase proposed is \$117,314.

Fire Department 01220- An increase of \$49,524. This reflects an increase to both the Firefighter salary line and the Firefighter overtime line, as well as a new line for holiday pay. The town is currently negotiating an agreement with our three (3) full-time firefighters. The increase in overtime is proposed to reflect expected expenditures.

DPW Highways 01422- An increase of \$110,090. This increase is driven mostly by the following lines: Equipment Maintenance and Repairs, Street Maintenance and Repairs, and Trash and Recycling Hauling. This year's budget includes a new line for Police Details as well as various minor line adjustments as needed.

Community Services 01528- An increase of \$5,000 is proposed this year in lieu of a separate budget for the Du Bois Committee (FY21/\$5,000). Historical Appropriations: FY17/\$20k, FY18/\$35k, FY19/\$30k, FY20/\$35k, FY21/\$25k.

Council on Aging 01541- An increase of \$9,308 is proposed, and due mostly to a new transportation program. We expect to make modifications to this budget next year, once we have a full year of providing transportation behind us. We will continue to seek grant funding to help offset the cost of transportation as well.

Veterans' Affairs 01543- An increase of \$6,000 is proposed due to the cost of an additional lease for the upcoming year (Adams-Budz Post Home 8183)

Parks & Recreation 01650- An increase of \$3,000. Proposed increases were made to the following lines: Parks Improvements, Youth Programming, and Waste Management.

Celebrations and Events 01693- An increase of \$3,500 is requested for the upcoming year, to provide for additional entertainment downtown. We were able to use the bandstand funding to cover this expense last year, but we remain hopeful that bandstand programming will proceed this year in addition to RR Street.

Debt Service 01752- An increase of \$264,726. This increase is required to fund the additional principal and interest on bonds.

Retirement 01911- An increase of \$33,878. This reflects the increase in our Medicare and Retirement Contribution assessments.

Insurance 01945- An increase of \$39,248. The following lines were increased: Health & Life Insurance, Public Safety Insurance, and Medical Services.

CONCLUSION:

It goes without saying that this was a challenging year for our community and I'm proud to be part of a team that was able to pivot quickly to re-invent how we provide services to our residents during a time of crisis.

I am very much looking forward to working with the Selectboard and Finance Committee in the coming weeks and months to discuss our priorities and develop a final budget that we can all support at the conclusion of this process.

I am also grateful for the support of the various department heads and staff that participated in developing this budget and for providing creative suggestions that allowed us to continue to provide quality services to our residents while remaining fiscally responsible.

A special thank you goes out to our Finance Director Susan Carmel for leading the way in developing this year's budget and to our Assistant Town Manager Chris Rembold for his time developing and managing our Capital Improvement Plan.

Mark A. Pruhenski- Town Manager

Fiscal 2022 Budget Projection

	FY2021 Town Meeting Budget	FY2021 Budget at Tax Rate	FY2022 Proposed Budget	\$ Change from FY21 Tax Rate	% Change from FY21 Tax Rate
REVENUE:					
Tax Levy	\$ 24,669,626	\$ 24,636,380	\$ 25,004,965	\$ 368,585	1.5%
State Aid	\$ 1,199,148	\$ 1,187,368	\$ 1,195,215	\$ 7,847	0.7%
Local Receipts	\$ 2,000,000	\$ 2,024,500	\$ 2,025,000	\$ 500	0.0%
Enterprise Funds	\$ 2,322,973	\$ 2,372,973	\$ 2,414,500	\$ 41,527	1.7%
Free Cash to Reduce Tax Levy	\$ 2,529,000	\$ 2,529,000	\$ 3,525,000	\$ 996,000	39.4%
Other Available Funds to Reduce Tax Levy					
Stabilization	\$ -	\$ -	\$ -	\$ -	0.0%
Retained Earnings/Enterprise Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Free Cash for Special Article Funding	\$ -	\$ -	\$ 750,000	\$ 750,000	100.0%
TOTAL REVENUE	\$ 32,720,747	\$ 32,750,221	\$ 34,914,680	\$ 2,164,459	6.6%
TO BE RAISED:					
Town Budget	\$ 12,223,502	\$ 12,223,502	\$ 12,912,184	\$ 688,682	5.6%
School Budget Assessment	\$ 17,567,344	\$ 17,567,344	\$ 18,432,734	\$ 865,390	4.9%
Enterprise Fund (Wastewater)	\$ 2,322,973	\$ 2,372,973	\$ 2,414,500	\$ 41,527	1.7%
Total Budget	\$ 32,113,819	\$ 32,163,819	\$ 33,759,418	\$ 1,595,599	
Special Articles	\$ 350,000	\$ 350,000	\$ 918,150	\$ 568,150	100.0%
State Assessments	\$ 83,081	\$ 83,081	\$ 61,643	\$ (21,438)	-25.8%
State Offsets	\$ 13,045	\$ 12,543	\$ 14,808	\$ 2,265	18.1%
Berkshire Regional Planning Assessment	\$ 5,802	\$ 5,660	\$ 5,661	\$ 1	0.0%
Other Amounts to be Raised (tax title litigation funds)	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Snow & Ice Deficit	\$ -	\$ -	\$ -	\$ -	0.0%
Other Deficits to be Raised (grant deficit)	\$ -	\$ 6	\$ -	\$ (6)	0.0%
Abateements/Exemptions	\$ 150,000	\$ 130,112	\$ 150,000	\$ 19,888	15.3%
Total Assessments and Other Amounts to Be Raised	\$ 256,928	\$ 236,402	\$ 237,112	\$ 710	
TOTAL TO BE RAISED	\$ 32,720,747	\$ 32,750,221	\$ 34,914,680	\$ 2,164,459	6.6%

Estimated Local Receipts

	FY2020 Actuals	FY2022 Estimate
Motor Vehicle Excise	\$ 842,967	\$ 600,000
Other Excise		
- Room Occupancy	\$ 616,120	\$ 375,000
- Meals	\$ 281,715	\$ 180,000
- Cannabis	\$ 1,426,341	\$ -
Penalties/Interest on Taxes	\$ 177,262	\$ 75,000
Payment in Lieu of Taxes	\$ 12,807	\$ 5,000
Fees	\$ 395,308	\$ 390,000
- Cannabis Impact Fee	\$ 1,527,766	\$ -
Rentals	\$ 119,258	\$ 120,000
Other Departmental Revenue	\$ 130,876	\$ 85,000
Licenses & Permits	\$ 108,485	\$ 120,000
Fines & Forfeits	\$ 25,444	\$ 20,000
Investment Income	\$ 116,164	\$ 55,000

Total Estimated Local Receipts	\$ 5,780,513	\$ 2,025,000
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\$ 3,755,513

**Historically use conservative estimate
resulting in the excess flowing
directly to Free Cash**



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FY2022 Preliminary Cherry Sheet Estimates

Great Barrington

Estimated Receipts Estimated Assessments & Charges

PROGRAM	FY2021 Cherry Sheet Estimate	FY2022 Governor's Budget Proposal	FY2022 HWM Budget Proposal	FY2022 SWM Budget Proposal	FY2022 Conference Committee
Education Receipts:					
Chapter 70	0	0			
School Transportation	0	0			
Charter Tuition Reimbursement	0	0			
Smart Growth School Reimbursement	0	0			
Offset Receipts:					
School Choice Receiving Tuition	0	0			
Sub-Total, All Education Items:	0	0			
General Government:					
Unrestricted Gen Gov't Aid	805,877	834,083			
Local Share of Racing Taxes	0	0			
Regional Public Libraries	0	0			
Veterans Benefits	54,299	63,215			
Exemp: VBS and Elderly	39,505	34,703			
State Owned Land	255,425	248,406			
Offset Receipts:					
Public Libraries	14,808	14,808			
Sub-Total, All General Government:	1,169,914	1,195,215			
Total Estimated Receipts:	1,169,914	1,195,215			

Questions or Assistance Please Email The Municipal Databank at : databank@dor.state.ma.us



MA Department of Revenue

Division of Local Services
Preliminary Municipal Cherry Sheet Estimates
Data current as of 1/27/2021

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FY2022 Preliminary Cherry Sheet Estimates

Great Barrington

Estimated Receipts Estimated Assessments & Charges

PROGRAM	FY2021 Cherry Sheet Estimate	FY2022 Governor's Budget Proposal	FY2022 HWM Budget Proposal	FY2022 SWM Budget Proposal	FY2022 Conference Committee
County Assessments:					
County Tax	0	0			
Suffolk County Retirement	0	0			
Sub-Total, County Assessments:	0	0			
State Assessments and Charges:					
Retired Employees Health Insurance	0	0			
Retired Teachers Health Insurance	0	0			
Mosquito Control Projects	0	0			
Air Pollution Districts	2,629	2,641			
Metropolitan Area Planning Council	0	0			
Old Colony Planning Council	0	0			
RMV Non-Renewal Surcharge	4,800	4,800			
Sub-Total, State Assessments:	7,429	7,441			
Transportation Authorities:					
MBTA	0	0			
Boston Metro. Transit District	0	0			
Regional Transit	75,652	54,202			
Sub-Total, Transp Authorities:	75,652	54,202			
Annual Charges Against Receipts:					
Multi-Year Repayment Program	0	0			
Special Education	0	0			
STRAP Repayments	0	0			
Sub-Total, Annual Charges:	0	0			
Tuition Assessments:					
School Choice Sending Tuition	0	0			
Charter School Sending Tuition	0	0			
Sub-Total, Tuition Assessments:	0	0			
Total All Estimated Charges:	83,081	61,643			

Questions or Assistance Please Email The Municipal Databank at : databank@dor.state.ma.us

FY2022 Debt Schedule

	Issue Date	Term	Maturity Date	Amount of Original Issue	7/1/2021 Balance	Principal	Interest	Interest	FY21 Debt Service	6/30/2022 Balance
General Fund:										
2013 Bond	8/1/2013	15	6/30/2028	\$ 3,281,600	\$ 1,631,600	\$ 240,000.00	\$ 13,875.00	\$ 13,875.00	\$ 267,750.00	\$ 1,391,600.00
2014 Bond	6/15/2014	10	6/30/2024	\$ 1,657,280	\$ 455,000	\$ 155,000.00	\$ 6,825.00	\$ 6,825.00	\$ 168,650.00	\$ 300,000.00
2016 Bond	5/26/2016	10	6/30/2027	\$ 4,725,000	\$ 2,520,000	\$ 440,000.00	\$ 34,000.00	\$ 34,000.00	\$ 508,000.00	\$ 2,080,000.00
2017 Bond	10/26/2017	15	4/15/2033	\$ 3,365,000	\$ 2,715,000	\$ 320,000.00	\$ 44,000.00	\$ 44,000.00	\$ 408,000.00	\$ 2,395,000.00
Fire Station Refunding (2007)	10/26/2017	7	4/15/2024	\$ 265,000	\$ 130,000	\$ 40,000.00	\$ 2,600.00	\$ 2,600.00	\$ 45,200.00	\$ 340,000.00
2021 Bond	1/26/2021	20	6/30/2041	\$ 4,027,099	\$ 4,027,099	\$ 462,099.00	\$ 58,053.34	\$ 52,590.00	\$ 572,742.34	\$ 3,565,000.00
					\$ 11,478,699	\$ 1,657,099.00	\$ 159,353.34	\$ 153,890.00	\$ 1,970,342.34	\$10,071,600.00
								313,243.34		
Wastewater:										
2013 Bond	8/1/2013	15	6/30/2028	\$ 268,600	\$ 168,600	\$ 20,000.00	\$ 2,175.00	\$ 2,175.00	\$ 24,350.00	\$ 148,600.00
2021 Bond	1/26/2021	20	6/30/2041	\$ 962,901	\$ 962,901	\$ 52,901.00	\$ 11,774.15	\$ 11,482.50	\$ 76,157.65	\$ 910,000.00
MCWT CW 12-23*	2/11/2016	20	2/11/2026	\$ 4,210,000	\$ 3,320,681	\$ 189,627.00	\$ 33,206.81	\$ 33,206.81	\$ 256,040.62	\$ 3,131,054.00
MCWT CWP 15-24	4/13/2017	20	4/13/2027	\$ 4,579,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCWT CWP 15-24* (refinanced)	4/11/2019	18	1/15/2037	\$ 4,188,163	\$ 3,798,753	\$ 201,075.01	\$ 37,987.53	\$ 37,987.53	\$ 277,050.07	\$ 3,597,678.34
					\$ 8,250,935	\$ 463,603.01	\$ 85,143.49	\$ 84,851.84	\$ 633,598.34	\$ 7,787,332.34
								169,995.33		
MCWT CW 12-23*	additional costs of \$4,981.02 for FY22 admin fees				(2 pymts of \$2,629.71)					
MCWT CWP 15-24*	additional costs of \$5,698.14 for FY22 admin fees				(2 pymts of \$2,849.07)					

Town of Great Barrington, Massachusetts
Projected FY2022 Long-Term Principal and Interest Payments

Date	Issue : Purpose	Principal	Interest	Total P+I
07/15/2021	February 11 2016 MCWT CW-12-23 (I) : SINGLE PURPOSE	-	33,206.81	33,206.81
	April 11 2019 MCWT CWP-15-24 (I) : SINGLE PURPOSE	-	37,987.53	37,987.53
	January 26 2021 : Streets/Roads/ Sidewalks I (I)	85,138.00	13,323.08	98,461.08
	January 26 2021 : Streets/Roads/ Sidewalks II (I)	35,000.00	5,947.86	40,947.86
	January 26 2021 : Building Improvements (I)	8,188.00	968.24	9,156.24
	January 26 2021 : Highway Dump Truck I (I)	30,424.00	2,214.35	32,638.35
	January 26 2021 : Technology I (I)	20,992.00	1,380.02	22,372.02
	January 26 2021 : Technology II (I)	6,000.00	605.58	6,605.58
	January 26 2021 : Olympian Meadow Improvements (I)	10,276.00	380.74	10,656.74
	January 26 2021 : Highway Dump Truck II (I)	30,000.00	3,098.33	33,098.33
	January 26 2021 : Cemetery Mower (I)	1,922.00	36.09	1,958.09
	January 26 2021 : Park & Open Space Improvements (I)	5,000.00	187.78	5,187.78
	January 26 2021 : Highway Storage Garage (I)	5,000.00	877.86	5,877.86
	January 26 2021 : Highway Storage Facility (I)	14,926.00	2,472.58	17,398.58
	January 26 2021 : Road and Sidewalk Improvement Engineering (I)	25,000.00	3,962.11	28,962.11
	January 26 2021 : Division St Bridge Repairs (I)	20,000.00	3,405.82	23,405.82
	January 26 2021 : Street Improvements (I)	40,000.00	6,546.40	46,546.40
	January 26 2021 : Police Cruisers (2) (I)	28,298.00	1,704.98	30,002.98
	January 26 2021 : Dump Trucks (3) (I)	50,954.00	5,486.94	56,440.94
	January 26 2021 : Portable Radios (6) - Police Department (I)	9,981.00	774.23	10,755.23
	January 26 2021 : Turnout Gear - Fire Department (I)	10,000.00	1,197.08	11,197.08
	January 26 2021 : Telecommunication System Upgrades (I)	5,000.00	328.61	5,328.61
	January 26 2021 : Park and Open Space Improvements (I)	7,000.00	718.25	7,718.25
	January 26 2021 : Sewer System Improvements I (I)	12,901.00	3,021.36	15,922.36
	January 26 2021 : Sewer System Improvements II (I)	10,000.00	2,380.08	12,380.08
	January 26 2021 : Sewer System Improvements III (I)	30,000.00	6,372.71	36,372.71
	January 26 2021 : Various Building Improvements I (IE)	3,000.00	56.33	3,056.33
	January 26 2021 : Various Building Improvements II (I)	10,000.00	2,380.08	12,380.08
Subtotal		\$515,000.00	\$141,021.83	\$656,021.83
10/15/2021	October 26 2017 : Building Remodeling 1 (I)	-	4,850.63	4,850.63
	October 26 2017 : Building Remodeling 2 (I)	-	1,035.13	1,035.13
	October 26 2017 : Bridge Reconstruction (I)	-	13,629.00	13,629.00
	October 26 2017 : Public Way (I)	-	7,413.63	7,413.63
	October 26 2017 : Departmental Equipment 1 (I)	-	327.75	327.75
	October 26 2017 : Departmental Equipment 2 (I)	-	2,328.75	2,328.75
	October 26 2017 : Departmental Equipment - Fire (IE)	-	7,550.00	7,550.00
	October 26 2017 : Departmental Equipment - Public Works (I)	-	2,229.50	2,229.50
	October 26 2017 : Engineering Services (I)	-	800.00	800.00
	October 26 2017 : Computer Hardware (I)	-	635.63	635.63
	October 26 2017 : Cur Ref Oct 1 2009 Building Construction(Fire)(IE)	-	3,200.00	3,200.00
	October 26 2017 : Cur Ref Oct 1 2009 Depart Equip (Fire) (I)	-	2,600.00	2,600.00
Subtotal		-	\$46,600.02	\$46,600.02
12/01/2021	August 1 2013 : Sewer (I)	-	2,175.00	2,175.00
	August 1 2013 : Public Way 1 (I)	-	900.00	900.00
	August 1 2013 : Public Way 2 (I)	-	600.00	600.00
	August 1 2013 : Public Way 3 (I)	-	1,500.00	1,500.00
	August 1 2013 : Public Way 4 (I)	-	1,500.00	1,500.00
	August 1 2013 : Departmental Equipment (Fire) 1 (IE)	-	1,050.00	1,050.00
	August 1 2013 : Departmental Equipment (Fire) 2 (IE)	-	8,325.00	8,325.00
Subtotal		-	\$16,050.00	\$16,050.00
12/15/2021	June 15 2014 : Building Remodeling 1 (IE)	-	3,585.00	3,585.00
	June 15 2014 : Building Remodeling 2 (I)	-	270.00	270.00
	June 15 2014 : Public Way (I)	-	2,250.00	2,250.00
	June 15 2014 : Departmental Equipment 1 (Public Works) (I)	-	720.00	720.00
	May 26 2016 : Building Remodeling (municipal) (IE)	-	3,150.00	3,150.00
	May 26 2016 : Adv Ref June 15 2007 Fire Station Construction(IE)	-	30,850.00	30,850.00
Subtotal		-	\$40,825.00	\$40,825.00
01/15/2022	February 11 2016 MCWT CW-12-23 (I) : SINGLE PURPOSE	189,627.00	33,206.81	222,833.81
	April 11 2019 MCWT CWP-15-24 (I) : SINGLE PURPOSE	201,075.01	37,987.53	239,062.54
	January 26 2021 : Streets/Roads/ Sidewalks I (I)	-	12,487.50	12,487.50
	January 26 2021 : Streets/Roads/ Sidewalks II (I)	-	5,635.00	5,635.00

Town of Great Barrington, Massachusetts
Projected FY2022 Long-Term Principal and Interest Payments

Date	Issue : Purpose	Principal	Interest	Total P+I
	January 26 2021 : Building Improvements (I)	-	867.50	867.50
	January 26 2021 : Highway Dump Truck I (I)	-	1,750.00	1,750.00
	January 26 2021 : Technology I (I)	-	1,050.00	1,050.00
	January 26 2021 : Technology II (I)	-	525.00	525.00
	January 26 2021 : Olympian Meadow Improvements (I)	-	200.00	200.00
	January 26 2021 : Highway Dump Truck II (I)	-	2,700.00	2,700.00
	January 26 2021 : Park & Open Space Improvements (I)	-	100.00	100.00
	January 26 2021 : Highway Storage Garage (I)	-	835.00	835.00
	January 26 2021 : Highway Storage Facility (I)	-	2,335.00	2,335.00
	January 26 2021 : Road and Sidewalk Improvement Engineering (I)	-	3,720.00	3,720.00
	January 26 2021 : Division St Bridge Repairs (I)	-	3,227.50	3,227.50
	January 26 2021 : Street Improvements (I)	-	6,172.50	6,172.50
	January 26 2021 : Police Cruisers (2) (I)	-	1,250.00	1,250.00
	January 26 2021 : Dump Trucks (3) (I)	-	4,825.00	4,825.00
	January 26 2021 : Portable Radios (6) - Police Department (I)	-	625.00	625.00
	January 26 2021 : Turnout Gear - Fire Department (I)	-	1,075.00	1,075.00
	January 26 2021 : Telecommunication System Upgrades (I)	-	250.00	250.00
	January 26 2021 : Park and Open Space Improvements (I)	-	625.00	625.00
	January 26 2021 : Sewer System Improvements I (I)	-	2,960.00	2,960.00
	January 26 2021 : Sewer System Improvements II (I)	-	2,335.00	2,335.00
	January 26 2021 : Sewer System Improvements III (I)	-	6,187.50	6,187.50
	January 26 2021 : Various Building Improvements II (I)	-	2,335.00	2,335.00
Subtotal		\$390,702.01	\$135,266.84	\$525,968.85
04/15/2022	October 26 2017 : Building Remodeling 1 (I)	26,000.00	4,850.63	30,850.63
	October 26 2017 : Building Remodeling 2 (I)	9,100.00	1,035.13	10,135.13
	October 26 2017 : Bridge Reconstruction (I)	70,400.00	13,629.00	84,029.00
	October 26 2017 : Public Way (I)	46,700.00	7,413.63	54,113.63
	October 26 2017 : Departmental Equipment 1 (I)	3,800.00	327.75	4,127.75
	October 26 2017 : Departmental Equipment 2 (I)	27,000.00	2,328.75	29,328.75
	October 26 2017 : Departmental Equipment - Fire (IE)	40,000.00	7,550.00	47,550.00
	October 26 2017 : Departmental Equipment - Public Works (I)	19,600.00	2,229.50	21,829.50
	October 26 2017 : Engineering Services (I)	20,000.00	800.00	20,800.00
	October 26 2017 : Computer Hardware (I)	7,400.00	635.63	8,035.63
	October 26 2017 : Cur Ref Oct 1 2009 Building Construction(Fire)(IE)	50,000.00	3,200.00	53,200.00
	October 26 2017 : Cur Ref Oct 1 2009 Depart Equip (Fire) (I)	40,000.00	2,600.00	42,600.00
Subtotal		\$360,000.00	\$46,600.02	\$406,600.02
06/01/2022	August 1 2013 : Sewer (I)	20,000.00	2,175.00	22,175.00
	August 1 2013 : Public Way 1 (I)	30,000.00	900.00	30,900.00
	August 1 2013 : Public Way 2 (I)	20,000.00	600.00	20,600.00
	August 1 2013 : Public Way 3 (I)	50,000.00	1,500.00	51,500.00
	August 1 2013 : Public Way 4 (I)	50,000.00	1,500.00	51,500.00
	August 1 2013 : Departmental Equipment (Fire) 1 (IE)	15,000.00	1,050.00	16,050.00
	August 1 2013 : Departmental Equipment (Fire) 2 (IE)	75,000.00	8,325.00	83,325.00
Subtotal		\$260,000.00	\$16,050.00	\$276,050.00
06/15/2022	June 15 2014 : Building Remodeling 1 (IE)	83,000.00	3,585.00	86,585.00
	June 15 2014 : Building Remodeling 2 (I)	6,000.00	270.00	6,270.00
	June 15 2014 : Public Way (I)	50,000.00	2,250.00	52,250.00
	June 15 2014 : Departmental Equipment 1 (Public Works) (I)	16,000.00	720.00	16,720.00
	May 26 2016 : Building Remodeling (municipal) (IE)	45,000.00	3,150.00	48,150.00
	May 26 2016 : Adv Ref June 15 2007 Fire Station Construction(IE)	395,000.00	30,850.00	425,850.00
Subtotal		\$595,000.00	\$40,825.00	\$635,825.00
Total		\$2,120,702.01	\$483,238.71	\$2,603,940.72

Estimated Tax Rate Calculation, Levy Limit and Free Cash Historicals

Estimated Tax Rate Calculation	FY2019	FY2020	FY2021	FY2022
Total Assessed Valuation	1,494,974,463	1,523,392,459	1,540,736,695	1,540,736,695 *
Amount to Be Raised by Taxes/Levy	\$23,500,999	\$23,993,431	\$24,636,380	\$25,004,965
Estimated Tax Rate @ Town Meeting	\$16.18	\$16.02	\$16.19	\$16.23
Actual Tax Rate	\$15.72	\$15.75	\$15.99	
Actual/Estimated Tax Rate increase	\$0.38	\$0.03	\$0.24	\$0.24
Taxes per \$100,000 Assessed Value	\$1,572	\$1,575	\$1,599	\$1,623
Tax increase/(decrease) on \$100,000 of AV	\$38.00	\$3.00	\$24.00	\$23.92
Taxes per \$300,000 Assessed Value	\$4,380	\$4,725	\$4,797	\$4,869
Estimated annual increase	\$114.00	\$345.00	\$72.00	\$71.77

*based off of prior year assessed values

Levy Limit Increase	FY2019	FY2020	FY2021	FY2022
Prior Year Levy Limit	\$ 21,717,815	\$ 22,803,152	\$ 23,576,289	\$ 24,555,636
Plus 2.5%	\$ 22,260,760	\$ 23,382,015	\$ 24,165,697	\$ 25,169,527
New Growth	\$ 542,392	\$ 194,274	\$ 389,940	\$ 150,000 *
Current Year/Estimated Levy Limit	\$ 22,803,152	\$ 23,576,289	\$ 24,555,636	\$ 25,319,527
Debt Exclusions	\$ 1,427,734	\$ 1,397,348	\$ 1,377,362	\$ 1,357,350 *
Current Year/Estimated Maximum Levy Limit	\$ 24,230,886	\$ 24,973,637	\$ 25,932,998	\$ 26,676,877
Current Year/Estimated Tax Levy	\$ 23,500,999	\$ 23,993,431	\$ 24,636,380	\$ 25,004,965
Amount Under Levy	\$ (729,887)	\$ (980,206)	\$ (1,296,618)	\$ (1,671,912)

*estimate

Free Cash Balance** & Uses	Certified Free Cash Balance	Town Meeting Appropriated Free Cash	Unappropriated Free Cash
FY21	\$ 5,614,845	\$ 4,275,000	\$ 1,339,845
FY20	\$ 2,931,025	\$ 2,529,000	\$ 402,025
FY19	\$ 3,515,497	\$ 2,950,000	\$ 565,497
FY18	\$ 1,928,130	\$ 1,542,504	\$ 385,626
FY17	\$ 3,077,407	\$ 2,540,000	\$ 537,407
FY16	\$ 2,696,949	\$ 2,150,000	\$ 546,949
FY15	\$ 2,926,075	\$ 2,350,000	\$ 576,075
FY14	\$ 2,769,555	\$ 2,225,314	\$ 544,241

** Free Cash is certified from the prior fiscal year's operations

History of Property Values and Tax Levies

Budget Year	Total Assessed Value	Property Tax	Tax Rate per \$1,000 Assessed Value	Median Single Family Home Value	Median Tax Bill	Increase/ (Decrease)	% Increase/ Decrease
2022*	\$ 1,540,736,695	\$ 25,004,965	\$16.23	\$313,950	\$5,095.17	\$75.11	1.6%
2021	\$ 1,540,736,695	\$ 24,636,380	\$15.99	\$313,950	\$5,020.06	\$80.07	1.7%
2020	\$ 1,523,392,459	\$ 23,993,431	\$15.75	\$313,650	\$4,939.99	\$135.17	3.0%
2019	\$ 1,494,974,463	\$ 23,500,999	\$15.72	\$305,650	\$4,804.82	\$295.84	6.6%
2018	\$ 1,440,219,751	\$ 21,574,492	\$14.98	\$301,000	\$4,508.98	\$150.88	3.5%
2017	\$ 1,426,915,909	\$ 20,832,972	\$14.60	\$298,500	\$4,358.10	\$123.97	2.9%
2016	\$ 1,386,204,580	\$ 19,808,863	\$14.29	\$296,300	\$4,234.13	\$194.96	4.8%
2015	\$ 1,370,499,134	\$ 18,803,248	\$13.72	\$294,400	\$4,039.17	\$185.42	4.8%
2014	\$ 1,322,379,245	\$ 17,931,463	\$13.56	\$284,200	\$3,853.75	-\$111.90	-2.8%
2013	\$ 1,360,883,527	\$ 17,882,010	\$13.14	\$301,800	\$3,965.65	\$16.53	0.4%
2012	\$ 1,351,621,807	\$ 17,733,277	\$13.12	\$301,000	\$3,949.12	\$140.61	3.7%
2011	\$ 1,392,020,846	\$ 16,926,973	\$12.16	\$313,200	\$3,808.51	\$4.61	0.1%
2010	\$ 1,451,065,595	\$ 16,716,276	\$11.52	\$330,200	\$3,803.90	\$138.03	3.8%
2009	\$ 1,427,357,423	\$ 16,214,780	\$11.36	\$322,700	\$3,665.87	\$258.18	7.6%
2008	\$ 1,351,145,810	\$ 15,240,925	\$11.28	\$302,100	\$3,407.69	\$254.45	8.1%
2007	\$ 1,246,355,681	\$ 14,208,455	\$11.40	\$276,600	\$3,153.24	-\$0.44	0.0%
2006	\$ 1,032,428,583	\$ 13,896,489	\$13.46	\$234,300	\$3,153.68	\$209.06	7.1%
2005	\$ 871,438,862	\$ 12,862,438	\$14.76	\$199,500	\$2,944.62	\$186.90	6.8%
2004	\$ 805,151,570	\$ 11,835,728	\$14.70	\$187,600	\$2,757.72	-\$264.69	


* estimate based on current year assessed value

Budget Summary

Department	FY2020 Town Meeting Vote	FY2021 Town Meeting Vote	FY2022 Proposed Budget	Increase/ (Decrease) (FY21-FY22)	% Change (FY21-FY22)
Selectboard/Town Manager	\$ 363,977	\$ 414,427	\$ 430,820	\$ 16,393	4%
Finance Committee	100,300	253,300	160,300	(93,000)	-37%
Finance Director/Town Accountant	144,300	146,550	153,845	7,295	5%
Technology	208,628	215,150	247,500	32,350	15%
Assessors' Office	156,710	154,575	164,715	10,140	7%
Collector/Treasurer	215,941	208,437	224,747	16,310	8%
Town Clerk	128,588	130,698	129,801	(897)	-1%
Conservation	35,460	30,685	31,847	1,162	4%
Historic District Commission	2,500	-	-	-	-
Planning Board	5,250	5,250	5,350	100	2%
Zoning Board of Appeals	1,350	1,300	1,300	-	0%
Planning/Community Development	106,490	134,850	138,910	4,060	3%
Total General Government	\$ 1,469,494	\$ 1,695,222	\$ 1,689,135	\$ (6,087)	-0.4%
Police	\$ 1,689,761	\$ 1,723,347	\$ 1,840,661	\$ 117,314	7%
Fire	587,470	624,496	674,020	49,524	8%
Emergency Management	27,027	21,103	21,005	(98)	0%
Building Inspectors	167,167	167,013	176,912	9,899	6%
Animal Control Officer	12,520	12,520	12,200	(320)	-3%
Total Public Safety	\$ 2,483,945	\$ 2,548,479	\$ 2,724,798	\$ 176,319	6.9%
Buildings and Grounds	\$ 701,165	\$ 684,325	\$ 712,590	\$ 28,265	4%
Highway	1,589,263	1,623,933	1,734,023	110,090	7%
Total Public Works	\$ 2,290,428	\$ 2,308,258	\$ 2,446,613	\$ 138,355	6.0%
Health Department	\$ 121,120	\$ 117,775	\$ 113,503	\$ (4,272)	-4%
Community Services	35,000	25,000	30,000	5,000	20%
Council on Aging	155,995	147,161	156,469	9,308	6%
Veterans' Affairs	138,100	143,700	149,700	6,000	4%
Libraries	563,710	559,958	576,665	16,707	3%
Parks & Recreation	98,750	115,000	118,000	3,000	3%
Boards & Commissions	15,470	19,970	22,970	3,000	15%
Total Cultural/Recreation/Human Services	\$ 1,128,145	\$ 1,128,564	\$ 1,167,307	\$ 38,743	3.4%
Celebrations and Events	\$ 14,000	\$ 9,000	\$ 12,500	\$ 3,500	39%
Total Miscellaneous	\$ 14,000	\$ 9,000	\$ 12,500	\$ 3,500	39%
Debt Service	\$ 1,661,150	\$ 1,803,116	\$ 2,067,842	\$ 264,726	15%
Retirement	\$ 856,960	\$ 965,411	\$ 999,289	\$ 33,878	4%
Insurance	\$ 1,696,750	\$ 1,765,452	\$ 1,804,700	\$ 39,248	2%
Total Town Budget	\$ 11,600,872	\$ 12,223,502	\$ 12,912,184	\$ 688,682	5.6%
School Assessment	\$ 16,730,161	\$ 17,567,344	\$ 18,432,734	\$ 865,390	4.9%
Total Operating Budget	\$ 28,331,033	\$ 29,790,846	\$ 31,344,918	\$ 1,554,072	5.2%
Wastewater	\$ 2,209,599	\$ 2,372,973	\$ 2,414,500	\$ 41,527	2%

Selectboard/Town Manager: 01122

Positions					FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51105	Selectboard				\$ 12,500	\$ 18,750	\$ 7,813	\$ 23,500	\$ 23,500
51108	Town Manager	1	1	1	\$ 120,000	\$ 120,000	\$ 60,028	\$ 124,850	\$ 124,850
51113	Administration	2	2	2	\$ 102,326	\$ 102,327	\$ 52,434	\$ 106,470	\$ 106,470
51114	Committee Clerks				\$ 3,495	\$ 7,500	\$ 696	\$ 6,000	\$ 6,000
51200	Intern				\$ 1,913	\$ 1,000	\$ 1,065	\$ 1,500	\$ 1,500
51420	Longevity Pay				\$ 1,050	\$ 1,250	\$ 750	\$ 500	\$ 500
TOTAL PERSONNEL:		3	3	3	\$ 241,284	\$ 250,827	\$ 122,785	\$ 262,820	\$ 262,820
52000	Contracted Services				\$ 20,000	\$ 20,000	\$ -	\$ 48,000	\$ 40,000
52300	Publications				\$ 1,145	\$ 2,500	\$ -	\$ 2,500	\$ 2,500
53020	Legal				\$ 120,427	\$ 90,000	\$ 21,855	\$ 90,000	\$ 90,000
53070	Consultants				\$ 7,800	\$ 18,000	\$ 6,000	\$ -	\$ -
53450	Advertising				\$ 12,627	\$ 13,000	\$ 7,033	\$ 15,000	\$ 15,000
54200	Office Supplies				\$ 4,821	\$ 5,000	\$ 2,298	\$ 3,000	\$ 3,000
new	Copy Paper				\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
57100	Travel/Training				\$ 6,462	\$ 10,100	\$ -	\$ 10,000	\$ 10,000
57300	Dues & Memberships				\$ 4,145	\$ 5,000	\$ 979	\$ 5,000	\$ 5,000
TOTAL EXPENSES:					\$ 177,427	\$ 163,600	\$ 38,165	\$ 176,000	\$ 168,000
TOTAL BUDGET:					\$ 418,711	\$ 414,427	\$ 160,950	\$ 438,820	\$ 430,820



 Dept Head Approval

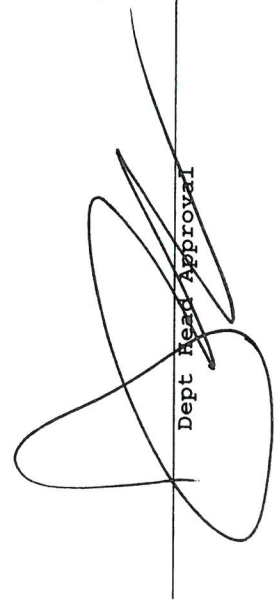
2-9-21

 Date

\$ Increase/Decrease \$ 16,393
 % Increase/Decrease 3.96%

Finance Committee: 01131

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51900	Contingency				\$ -	\$ 128,000	-	\$ 60,000	\$ 60,000
	TOTAL PERSONNEL:	0	0	0	\$ -	\$ 128,000	-	\$ 60,000	\$ 60,000
53100	Travel & Training				\$ -	\$ 100	-	\$ 100	\$ 100
57300	Dues & Memberships				\$ 180	\$ 200	180	\$ 200	\$ 200
57800	Reserve Fund				\$ 80,000	\$ 125,000	-	\$ 100,000	\$ 100,000
	TOTAL EXPENSES:				\$ 80,180	\$ 125,300	180	\$ 100,300	\$ 100,300
	TOTAL BUDGET:				\$ 80,180	\$ 253,300	180	\$ 160,300	\$ 160,300



 Dept Head Approval

2-8-21
 Date

\$ Increase/Decrease \$ (93,000)
 % Increase/Decrease -36.72%

Finance Director/Accountant: 01135

Account		Positions			FY2020		FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	Year-end	Town Meeting	Actuals	Budget	Town Manager	
	Account Name	REQ	APRV	Actuals	Vote	thru	12/31/20	Request	Recommended	
51107	Finance Director/Town Accountant	1	1	1	\$ 105,000	\$	52,524	\$ 109,245	\$	109,245
51113	Financial Clerk	0.25	0.25	0.25	\$ -	\$	-	\$ 10,250	\$	10,250
51114	Accounts Payable Clerk	0.25	0.25	0.25	\$ 4,260	\$	1,184	\$ 5,200	\$	5,200
TOTAL PERSONNEL:		1.5	1.5	1.5	\$ 109,260	\$	53,708	\$ 124,695	\$	124,695
53010	Audit/Accounting Services				\$ 25,500	\$	25,500	\$ 26,000	\$	26,000
53070	Contractual Services				\$ 1,025	\$	-	\$ 1,500	\$	1,500
57100	Travel/Training				\$ -	\$	40	\$ 1,500	\$	1,500
57300	Dues & Memberships				\$ 80	\$	80	\$ 150	\$	150
TOTAL EXPENSES:					\$ 26,605	\$	25,620	\$ 29,150	\$	29,150
TOTAL BUDGET:					\$ 135,865	\$	79,328	\$ 153,845	\$	153,845

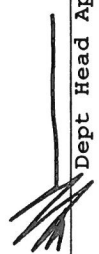

 Date 2/8/21

Dept Head Approval

 \$ Increase/Decrease 7,295
 % Increase/Decrease 4.98%

Technology: 01136

		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51107	IT Coordinator Stipend			\$ 6,000	\$ 6,000	2,943	\$ 10,000	\$ 6,000
	TOTAL PERSONNEL:	0	0	\$ 6,000	\$ 6,000	2,943	\$ 10,000	\$ 6,000
52400	Repairs & Maintenance			\$ 22,302	\$ 15,000	4,959	\$ 20,000	\$ 20,000
52700	Contracted Services			\$ 23,929	\$ 23,000	22,500	\$ 25,000	\$ 25,000
53000	Software Licenses			\$ 109,402	\$ 128,650	117,004	\$ 150,000	\$ 140,000
53030	Data Services			\$ 24,803	\$ 22,500	11,208	\$ 24,000	\$ 24,000
53400	Telephone			\$ 31,117	\$ 20,000	11,774	\$ 35,000	\$ 32,500
	TOTAL EXPENSES:			\$ 211,553	\$ 209,150	167,446	\$ 254,000	\$ 241,500
	TOTAL BUDGET:			\$ 217,553	\$ 215,150	170,388	\$ 264,000	\$ 247,500



 Dept Head Approval

2-16-21

 Date

\$ Increase/Decrease \$ 32,350

 % Increase/Decrease 15.04%

Assessors: 01141

		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	Year-end	Town Meeting	Actuals	Budget
		REQ	APRV	Actuals	Vote	thru	Request	Town Manager
						12/31/20		Recommended
51106	Principal Assessor	1	1	1	\$ 72,000	\$ 36,017	\$ 74,910	\$ 74,910
51109	Board of Assessors				\$ 1,200	\$ 600	\$ 1,200	\$ 1,200
51113	Administrative Assessor	1	1	1	\$ 51,645	\$ 27,575	\$ 57,355	\$ 57,355
51300	Overtime				\$ 422	\$ -	\$ -	\$ -
51420	Longevity Pay				\$ 750	\$ 750	\$ 750	\$ 750
TOTAL PERSONNEL:		2	2	2	\$ 126,018	\$ 64,942	\$ 134,215	\$ 134,215
53010	Contracted Services				\$ 19,848	\$ -	\$ 25,000	\$ 25,000
54200	Office Supplies				\$ 1,729	\$ 821	\$ 2,000	\$ 2,000
57100	Travel/Training				\$ 1,373	\$ -	\$ 3,000	\$ 3,000
57300	Dues & Memberships				\$ 200	\$ 210	\$ 500	\$ 500
TOTAL EXPENSES:					\$ 23,149	\$ 1,031	\$ 30,500	\$ 30,500
TOTAL BUDGET:					\$ 149,167	\$ 65,972	\$ 164,715	\$ 164,715


Dept Head Approval

2/9/21
Date

\$ Increase/Decrease \$ 10,140
% Increase/Decrease 6.56%

Collector/Treasurer: 01146

Account	Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51106	Collector/Treasurer	1	1	1	\$ 79,087	\$ 79,087	\$ 39,562	\$ 82,282	\$ 82,282
51107	Assistant Collector	1	1	1	\$ 36,474	\$ 48,000	\$ 23,540	\$ 51,115	\$ 51,115
51113	Financial Clerk	0.75	0.75	0.75	\$ 2,599	\$ 28,200	\$ 55	\$ 30,750	\$ 30,750
51114	Parking Clerk Stipend				\$ -	\$ 1,150	\$ -	\$ 1,200	\$ 1,200
51300	Overtime				\$ 865	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
51420	Longevity Pay				\$ -	\$ 200	\$ 200	\$ 400	\$ 400
TOTAL PERSONNEL:		2.75	2.75	2.75	\$ 119,024	\$ 157,637	\$ 63,357	\$ 166,747	\$ 166,747
53000	Tax Title Litigation				\$ 16,484	\$ 12,100	\$ 5,367	\$ 10,000	\$ 10,000
53010	Contracted Services				\$ 5,089	\$ 14,000	\$ 710	\$ 19,000	\$ 19,000
53430	Postage				\$ 19,013	\$ 12,000	\$ 3,304	\$ 12,000	\$ 12,000
53800	Financial Services				\$ 1,203	\$ 1,500	\$ 68	\$ 1,500	\$ 1,500
54200	Office Supplies				\$ 4,215	\$ 7,000	\$ 2,733	\$ 7,000	\$ 7,000
54202	Equipment Maintenance/Repairs				\$ 637	\$ 1,500	\$ 565	\$ 5,800	\$ 5,800
57100	Travel/Training				\$ 963	\$ 2,500	\$ 40	\$ 2,500	\$ 2,500
57300	Dues & Memberships				\$ 80	\$ 200	\$ 50	\$ 200	\$ 200
TOTAL EXPENSES:					\$ 47,684	\$ 50,800	\$ 12,837	\$ 58,000	\$ 58,000
TOTAL BUDGET:					\$ 166,708	\$ 208,437	\$ 76,194	\$ 224,747	\$ 224,747



Dept Head Approval

2/8/2021

Date

\$ Increase/Decrease \$ 16,310
% Increase/Decrease 7.82%

Town Clerk: 01161

Account		Positions				FY2020		FY2021	FY2021	FY2022	FY2022
		Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended	
51106	Town Clerk		1	1	1	\$ 58,046	\$ 58,000	\$ 30,014	\$ 62,424	\$ 62,424	
51108	Election Workers					\$ 4,915	\$ 8,000	\$ 6,596	\$ 2,500	\$ 2,500	
51109	Registrar					\$ 2,068	\$ 2,112	\$ 880	\$ 2,112	\$ 2,112	
51113	Assistant Town Clerk		1	1	1	\$ 21,992	\$ 25,886	\$ 9,208	\$ 34,215	\$ 34,215	
51420	Longevity Pay					\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
TOTAL PERSONNEL:			2	2	2	\$ 87,322	\$ 94,298	\$ 46,997	\$ 101,551	\$ 101,551	
52450	Equipment Maint & Repairs					\$ 5,365	\$ 2,500	\$ 2,435	\$ 2,700	\$ 2,700	
52470	Publications (code)					\$ 1,670	\$ 7,200	\$ 1,195	\$ 7,200	\$ 7,200	
54200	Office Supplies					\$ -	\$ 3,500	\$ 3,315	\$ 3,500	\$ 3,500	
52700	Records Preservation					\$ -	\$ 3,600	\$ 1,072	\$ 3,600	\$ 3,600	
55300	Elections					\$ 3,424	\$ 12,000	\$ 2,582	\$ 3,300	\$ 3,300	
55800	Other Supplies					\$ 5,467	\$ 2,600	\$ 2,192	\$ 2,950	\$ 2,950	
55860	Subscriptions					\$ 40	\$ -	\$ -	\$ -	\$ -	
57100	Travel/Training					\$ 993	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	
57300	Dues & Memberships					\$ 290	\$ 500	\$ 145	\$ 500	\$ 500	
TOTAL EXPENSES:						\$ 17,250	\$ 36,400	\$ 12,936	\$ 28,250	\$ 28,250	
TOTAL BUDGET:						\$ 104,571	\$ 130,698	\$ 59,934	\$ 129,801	\$ 129,801	

Wendy L. Messina
 Dept Head Approval

2/9/21
 Date

\$ Increase/Decrease \$ (897)
 % Increase/Decrease -0.69%

Conservation: 01171

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22	FY22	Year-end	Town Meeting	Actuals	Budget	Town Manager
		REQ	APRV		Actuals	Vote	thru	Request	Recommended
							12/31/20		
51112	Conservation Agent	1	1	1	\$ 23,810	\$ 23,810	\$ 11,853	\$ 24,772	\$ 24,772
51113	Board Clerk				\$ -	\$ 800	\$ -	\$ 800	\$ 800
51930	Longevity				\$ -	\$ -	\$ -	\$ 200	\$ 200
TOTAL PERSONNEL:		1	1	1	\$ 23,810	\$ 24,610	\$ 11,853	\$ 25,772	\$ 25,772
52470	Land Maintenance/Trails				\$ 4,750	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
54200	Office Supplies				\$ 360	\$ 700	\$ 318	\$ 700	\$ 700
57300	Dues & Memberships				\$ 259	\$ 375	\$ 263	\$ 375	\$ 375
TOTAL EXPENSES:					\$ 5,369	\$ 6,075	\$ 581	\$ 6,075	\$ 6,075
TOTAL BUDGET:					\$ 29,179	\$ 30,685	\$ 12,433	\$ 31,847	\$ 31,847


 Deputy Head Approval

2/8/21
 Date

\$ Increase/Decrease \$ 1,162
 % Increase/Decrease 3.79%

Planning Board: 01175

Positions		FY2020	FY2021	FY2021	FY2022	FY2022			
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/30/20	Budget Request	Town Manager Recommended
51113	Board Clerk				\$ 4,649	\$ 5,000	2,371	\$ 5,100	\$ 5,100
	TOTAL PERSONNEL:	0	0	0	\$ 4,649	\$ 5,000	2,371	\$ 5,100	\$ 5,100
new	Training				\$ -	\$ -	-	\$ 100	\$ 100
54200	Office Supplies				\$ -	\$ 200	-	\$ 100	\$ 100
57300	Dues/Subscriptions				\$ 28	\$ 50	28	\$ 50	\$ 50
	TOTAL EXPENSES:				\$ 28	\$ 250	28	\$ 250	\$ 250
	TOTAL BUDGET:				\$ 4,677	\$ 5,250	2,399	\$ 5,350	\$ 5,350



Dept Head Approval

2/8/21

Date

\$ Increase/Decrease
% Increase/Decrease

\$ 100
1.90%

Zoning Board of Appeals: 01176

Account		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51113	Board Clerk			\$ 108	\$ 1,000	-	\$ 1,000	\$ 1,000
	TOTAL PERSONNEL:	0	0	\$ 108	\$ 1,000	-	\$ 1,000	\$ 1,000
new	Training			\$ -	\$ -	-	\$ 100	\$ 100
54200	Office Supplies			\$ -	\$ 200	-	\$ 100	\$ 100
55860	Subscriptions			\$ -	\$ 100	-	\$ 100	\$ 100
	TOTAL EXPENSES:			\$ -	\$ 300	-	\$ 300	\$ 300
	TOTAL BUDGET:			\$ 108	\$ 1,300	-	\$ 1,300	\$ 1,300

Ching-pan Sun

Dept Head Approval

2/8/21
Date

\$ Increase/Decrease \$ -
% Increase/Decrease 0.00%

Planning/Community Development: 01177

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/30/20	Budget Request	Town Manager Recommended
51107	Asst Town Mgr/Comm Dev Drctr	1	1	1	\$ 97,580	\$ 100,000	\$ 50,023	\$ 104,040	\$ 104,040
51112	Affordable Housing Stipend				\$ 2,000	\$ 2,000	\$ 976	\$ 2,000	\$ 2,000
51420	Longevity Pay				\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
TOTAL PERSONNEL:		1	1	1	\$ 99,880	\$ 102,300	\$ 51,299	\$ 106,340	\$ 106,340
54200	Office Supplies				\$ 299	\$ 500	\$ 76	\$ 500	\$ 500
56410	Contracted Services				\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
56411	Economic Development				\$ 14,040	\$ 27,500	\$ 3,221	\$ 27,500	\$ 27,500
57100	Travel/Training				\$ 664	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
57300	Dues & Memberships				\$ 541	\$ 550	\$ -	\$ 570	\$ 570
TOTAL EXPENSES:					\$ 15,543	\$ 32,550	\$ 5,297	\$ 32,570	\$ 32,570
TOTAL BUDGET:					\$ 115,423	\$ 134,850	\$ 56,596	\$ 138,910	\$ 138,910



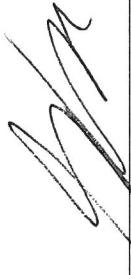
Dept Head Approval

2/9/2021
Date

\$ Increase/Decrease \$ 4,060
% Increase/Decrease 3.01%

Buildings and Grounds: 01192

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51106	Crew Leader	1	1	1	\$ 52,704	\$ 53,310	\$ 26,665	\$ 55,470	\$ 55,470
51115	HCC Custodian				\$ 7,500	\$ 7,500	\$ 3,125	\$ 7,500	\$ 7,500
51135	Working Foreman	1	1	1	\$ 80,865	\$ 60,825	\$ 32,358	\$ 63,285	\$ 63,285
51137	Laborers/Operators	4	4	4	\$ 113,343	\$ 201,390	\$ 58,615	\$ 212,635	\$ 212,635
new	Longevity				\$ -	\$ -	\$ -	\$ 200	\$ 200
51301	Overtime				7,883	\$ 10,000	\$ 8,212	\$ 12,000	\$ 12,000
TOTAL PERSONNEL:		6	6	6	\$ 262,295	\$ 333,025	\$ 128,976	\$ 351,090	\$ 351,090
52110	Electricity				\$ 91,262	\$ 107,000	\$ 63,486	\$ 120,000	\$ 115,000
52120	Gas/Oil				\$ 60,295	\$ 69,000	\$ 8,676	\$ 75,000	\$ 75,000
52310	Water/Sewer				\$ 6,513	\$ 12,500	\$ 3,432	\$ 12,500	\$ 12,500
52410	Buildings & Grounds Repairs				\$ 34,633	\$ 60,000	\$ 11,223	\$ 60,000	\$ 45,000
52700	Contracted Services				\$ 48,164	\$ 60,000	\$ 27,909	\$ 75,000	\$ 65,000
52701	Facility Leases				\$ 26,887	\$ -	\$ -	\$ -	\$ -
52920	Trash Removal				\$ 2,419	\$ 2,800	\$ 817	\$ 3,000	\$ 3,000
54300	Parks & Cemeteries Supplies				\$ 6,042	\$ 4,000	\$ 4,432	\$ 8,000	\$ 8,000
54500	Custodial Supplies				\$ 12,298	\$ 14,000	\$ 3,878	\$ 16,000	\$ 16,000
55200	Courthouse Bldg Maintenance				\$ 14,158	\$ 22,000	\$ -	\$ 22,000	\$ 22,000
TOTAL EXPENSES:					\$ 302,670	\$ 351,300	\$ 123,853	\$ 391,500	\$ 361,500
TOTAL BUDGET:					\$ 564,965	\$ 684,325	\$ 252,829	\$ 742,590	\$ 712,590



 Dept Head Approval

2/9/2021

 Date

\$ Increase/Decrease \$ 28,265
 % Increase/Decrease 4.13%

Police Department: 01210

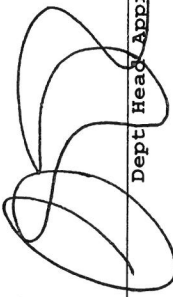
		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
		FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
Account									
51117 Police Chief		1	1	1	\$ 95,759	\$ 95,760	\$ 47,527	\$ 107,100	\$ 107,100
new Sergeants		2	2	2	\$ -	\$ -	\$ -	\$ 178,968	\$ 178,968
51121 Patrol Officers		16	14	14	\$ 1,009,759	\$ 1,099,800	\$ 552,501	\$ 970,341	\$ 970,341
51123 Police Specialists					\$ 54,605	\$ 58,500	\$ 15,855	\$ 56,492	\$ 56,492
51125 Administrative Assistant		1	1	1	\$ 43,536	\$ 49,270	\$ 24,163	\$ 55,000	\$ 55,000
new Community Outreach Officer					\$ -	\$ -	\$ -	\$ 20,000	\$ 10,000
51131 Parking Control Officer		0.5	0.5	0.5	\$ 5,427	\$ 15,808	\$ 1,958	\$ 16,450	\$ 16,450
51300 Overtime					\$ 225,282	\$ 175,000	\$ 106,577	\$ 180,132	\$ 180,132
51410 Holiday Pay					\$ 50,719	\$ 53,600	\$ 25,164	\$ 63,425	\$ 63,425
51420 Longevity Pay					\$ 5,350	\$ 6,250	\$ 4,600	\$ 5,700	\$ 5,700
51910 Stipend					\$ -	\$ -	\$ 3,500	\$ -	\$ -
51920 Uniform Allowance					\$ 16,875	\$ 19,125	\$ 19,125	\$ 19,125	\$ 19,125
51930 Training					\$ 41,662	\$ 61,500	\$ 16,688	\$ 71,144	\$ 71,144
TOTAL PERSONNEL:		18.5	18.5	18.5	\$ 1,548,974	\$ 1,634,613	\$ 817,657	\$ 1,743,877	\$ 1,733,877
52450 Equipment Maint/Repairs					\$ 1,135	\$ 1,635	\$ 1,452	\$ 1,315	\$ 1,315
52900 Care of Prisoners					\$ 925	\$ 1,500	\$ 463	\$ 1,500	\$ 1,500
new Education/Tuition Reimbursement					\$ -	\$ -	\$ -	\$ 15,000	\$ 10,000
54200 Office Supplies					\$ 8,340	\$ 7,500	\$ 1,743	\$ 7,500	\$ 7,500
54201 Office Equipment					\$ 1,380	\$ 3,050	\$ 1,394	\$ 5,977	\$ 5,977
54202 Additional Equipment					\$ 2,796	\$ 4,250	\$ 2,839	\$ 4,460	\$ 4,460
54800 Vehicular Supplies					\$ 14,028	\$ 20,000	\$ 1,770	\$ 25,000	\$ 25,000
55840 Uniforms					\$ 13,000	\$ 13,000	\$ 7,002	\$ 13,000	\$ 13,000
55850 Crime Prevention/Ammunition					\$ 12,919	\$ 13,140	\$ 2,303	\$ 14,864	\$ 14,864
55860 Subscriptions					\$ 1,908	\$ 2,345	\$ 1,725	\$ 3,725	\$ 3,725
57100 Travel/Training					\$ 30,990	\$ 18,000	\$ 3,774	\$ 14,939	\$ 14,939
57300 Dues & Memberships					\$ 2,515	\$ 4,314	\$ 2,246	\$ 4,504	\$ 4,504
TOTAL EXPENSES:					\$ 89,937	\$ 88,734	\$ 26,712	\$ 111,784	\$ 106,784
TOTAL BUDGET:					\$ 1,638,911	\$ 1,723,347	\$ 844,369	\$ 1,855,661	\$ 1,840,661


 Date 2.9.21
 Dept Head Approval

\$ Increase/Decrease \$ 117,314
 % Increase/Decrease 6.81%

Fire Department: 01220

Account		Positions		FY2020		FY2021		FY2021		FY2022		FY2022	
		FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended				
51117	Fire Chief	1	1	1	\$ 84,659	\$ 84,660	\$ 42,349	\$ 88,080	\$ 88,080	\$ 88,080	\$ 88,080		
51127	Call Firefighters				\$ 112,768	\$ 140,000	\$ 55,432	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000		
51129	Firefighters	3	3	3	\$ 124,442	\$ 150,000	\$ 74,883	\$ 173,000	\$ 173,000	\$ 173,000	\$ 173,000		
51113	Clerical	0.5	0.5	0.5	\$ 15,476	\$ 19,836	\$ 9,400	\$ 20,640	\$ 20,640	\$ 20,640	\$ 20,640		
51300	Overtime				\$ 22,769	\$ 37,000	\$ 12,843	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000		
new	Holiday Pay				\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000		
51420	Longevity Pay				\$ 200	\$ 200	\$ 200	\$ 400	\$ 400	\$ 400	\$ 400		
TOTAL PERSONNEL:		4.5	4.5	4.5	\$ 360,314	\$ 431,696	\$ 195,107	\$ 476,120	\$ 476,120	\$ 476,120	\$ 476,120		
52450	Equipment Maint/Repairs				\$ 58,456	\$ 44,000	\$ 14,235	\$ 50,000	\$ 48,000	\$ 48,000	\$ 48,000		
52700	Communications				\$ -	\$ 5,000	\$ 1,518	\$ 5,000	\$ 4,000	\$ 4,000	\$ 4,000		
53800	Hydrant Rentals				\$ 109,877	\$ 110,000	\$ 50,913	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000		
54200	Office Supplies				\$ 1,030	\$ 800	\$ 175	\$ 900	\$ 900	\$ 900	\$ 900		
55810	Firefighting Supplies				\$ 19,556	\$ 25,000	\$ 8,147	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000		
55811	Fire Prevention				\$ 939	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
57100	Travel/Training				\$ 5,064	\$ 5,000	\$ 6,213	\$ 8,000	\$ 7,000	\$ 7,000	\$ 7,000		
57300	Dues & Memberships				\$ 1,345	\$ 2,000	\$ 1,540	\$ 2,100	\$ 2,000	\$ 2,000	\$ 2,000		
TOTAL EXPENSES:					\$ 196,267	\$ 192,800	\$ 82,741	\$ 207,000	\$ 197,900	\$ 197,900	\$ 197,900		
TOTAL BUDGET:					\$ 556,580	\$ 624,496	\$ 277,847	\$ 683,120	\$ 674,020	\$ 674,020	\$ 674,020		



 Dept Head Approval


2/8/21

 Date

\$ Increase/Decrease \$ 49,524
 % Increase/Decrease 7.93%

Emergency Management: 01230

		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51107	Salaries			\$ -	\$ -	-	\$ -	\$ -
	TOTAL PERSONNEL:	0	0	\$ -	\$ -	-	\$ -	\$ -
52450	Equipment Maint/Repairs			\$ 8,665	\$ 9,000	5,386	\$ 9,000	\$ 9,000
52700	Contracted Services			\$ 10,762	\$ 8,615	8,115	\$ 8,655	\$ 8,655
54200	Office Supplies			\$ 349	\$ 350	-	\$ 350	\$ 350
58500	Additional Equipment			\$ 5,281	\$ 3,138	-	\$ 3,000	\$ 3,000
	TOTAL EXPENSES:			\$ 25,057	\$ 21,103	13,501	\$ 21,005	\$ 21,005
	TOTAL BUDGET:			\$ 25,057	\$ 21,103	13,501	\$ 21,005	\$ 21,005

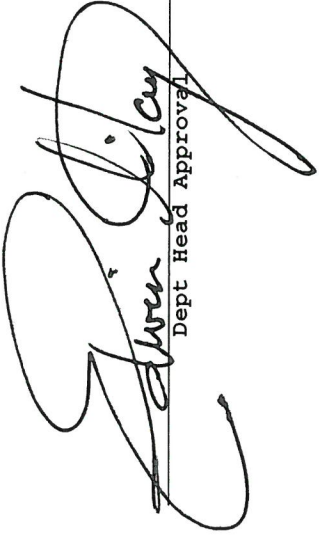

 Dept Head Approval

2-9-21
 Date

\$ Increase/Decrease \$ (98)
 % Increase/Decrease -0.46%

Building Inspector: 01241

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51107	Building Inspector	1	1	1	\$ 65,410	\$ 65,400	\$ 32,720	\$ 68,045	\$ 68,045
51108	Assistant Inspector	1	1	1	\$ 50,225	\$ 50,225	\$ 25,124	\$ 52,255	\$ 52,255
51113	Clerk	1	1	1	\$ 37,419	\$ 37,276	\$ 18,646	\$ 38,785	\$ 42,000
51420	Longevity Pay				\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,450	\$ 1,450
TOTAL PERSONNEL:		3	3	3	\$ 154,104	\$ 153,951	\$ 77,540	\$ 160,535	\$ 163,750
52000	Contracted Services				\$ 3,532	\$ 3,500	\$ -	\$ 3,600	\$ 3,600
52411	Property Security/Safety				\$ -	\$ 2,400	\$ -	\$ 2,400	\$ 2,400
54200	Office Supplies				\$ 2,089	\$ 2,462	\$ 1,339	\$ 2,462	\$ 2,462
57100	Travel/Training				\$ 1,915	\$ 4,400	\$ 760	\$ 4,400	\$ 4,400
57300	Dues & Memberships				\$ 295	\$ 300	\$ -	\$ 300	\$ 300
TOTAL EXPENSES:					\$ 7,831	\$ 13,062	\$ 2,099	\$ 13,162	\$ 13,162
TOTAL BUDGET:					\$ 161,935	\$ 167,013	\$ 79,638	\$ 173,697	\$ 176,912


 Steven J. Dickey
 Dept Head Approval

2-8-21
 Date

\$ Increase/Decrease \$ 9,899
 % Increase/Decrease 5.93%

Animal Control Officer: 01292

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51107	Animal Control Officer				\$ 11,000	\$ 11,000	\$ 5,395	\$ 11,000	\$ 11,000
	TOTAL PERSONNEL:	0	0	0	\$ 11,000	\$ 11,000	\$ 5,395	\$ 11,000	\$ 11,000
53000	Professional Services				\$ -	\$ 500	\$ 100	\$ 500	\$ 500
55800	Supplies				\$ -	\$ 200	-	\$ 200	\$ 200
57100	Travel				\$ -	\$ 770	-	\$ 500	\$ 500
57300	Dues and Membership				\$ -	\$ 50	-	\$ -	\$ -
TOTAL EXPENSES:					\$ -	\$ 1,520	\$ 100	\$ 1,200	\$ 1,200
TOTAL BUDGET:					\$ 11,000	\$ 12,520	\$ 5,495	\$ 12,200	\$ 12,200

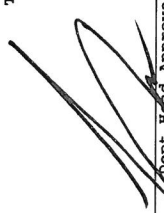

 Deputy Head Approval

2/8/21
 Date

\$ Increase/Decrease \$ (320)
 % Increase/Decrease -2.56%

DPW - Highway: 01422

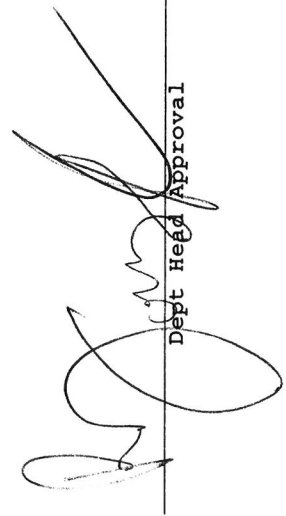
Account		Positions		FY2020		FY2021		FY2022		FY2022	
		FY21	FY22	FY22	FY22	FY21	FY22	FY21	FY22	FY21	FY22
Account	Account Name	FY21	FY22	FY22	FY22	FY21	FY22	FY21	FY22	FY21	FY22
		REQ	APRV	Actuals	Vote	Actuals	Vote	Actuals	Vote	Actuals	Vote
51110	DPW Superintendent	1	1	1	\$ 87,338	\$ 87,340	\$ 43,689	\$ 90,870	\$ 90,870	\$ 42,350	\$ 42,350
51113	Administrative Assistant	1	1	1	\$ 39,000	\$ 39,000	\$ 19,509	\$ 42,350	\$ 42,350	\$ 7,500	\$ 7,500
51115	Tree Warden				\$ 7,500	\$ 7,500	\$ 3,125	\$ 7,500	\$ 7,500	\$ 85,420	\$ 85,420
51120	Highway Superintendent	1	1	1	\$ 73,052	\$ 73,055	\$ 50,657	\$ 85,420	\$ 85,420	\$ 63,190	\$ 63,190
51134	Mechanic	1	1	1	\$ 53,389	\$ 59,550	\$ 29,788	\$ 63,190	\$ 63,190	\$ 68,645	\$ 68,645
51135	Working Foreman	1	1	1	\$ 64,934	\$ 64,930	\$ 32,358	\$ 68,645	\$ 68,645	\$ 164,910	\$ 164,910
51136	Laborer/Driver	3	3	3	\$ 155,350	\$ 155,350	\$ 77,722	\$ 164,910	\$ 164,910	\$ 16,500	\$ 16,500
51138	Recycling Center Staff	0.25	0.25	0.25	\$ 15,019	\$ 16,185	\$ 8,429	\$ 16,500	\$ 16,500	\$ 184,780	\$ 184,780
51139	Equipment Operators	3	3	3	\$ 174,869	\$ 174,205	\$ 87,122	\$ 184,780	\$ 184,780	\$ 70,108	\$ 70,108
51300	Snow & Ice Overtime				\$ 56,781	\$ 70,108	\$ 16,025	\$ 70,108	\$ 70,108	\$ 15,000	\$ 15,000
51301	Highway Overtime				\$ 11,994	\$ 14,000	\$ 10,579	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000
new	Police Details				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250	\$ 4,250
51420	Longevity Pay				\$ 3,431	\$ 3,750	\$ 3,394	\$ 4,250	\$ 4,250	\$ 821,023	\$ 821,023
TOTAL PERSONNEL:		11.25	11.25	11.25	\$ 742,987	\$ 764,733	\$ 382,397	\$ 823,523	\$ 823,523	\$ 1,823,023	\$ 1,734,023
52110	Street Lights				\$ 115,883	\$ 140,000	\$ 40,719	\$ 150,000	\$ 150,000	\$ 125,000	\$ 125,000
52115	Sewer/Water				\$ 592	\$ 1,000	\$ 390	\$ 1,000	\$ 1,000	\$ 8,000	\$ 8,000
52120	Gas				\$ 4,747	\$ 6,500	\$ 439	\$ 8,000	\$ 8,000	\$ 95,000	\$ 95,000
52450	Equipment Maint/Repairs				\$ 71,763	\$ 70,000	\$ 25,488	\$ 90,000	\$ 90,000	\$ 125,000	\$ 125,000
52490	Street Maint/Repairs				\$ 65,669	\$ 110,000	\$ 58,699	\$ 140,000	\$ 140,000	\$ 55,000	\$ 55,000
52700	Contracted Services				\$ 23,314	\$ 51,000	\$ 25,951	\$ 75,000	\$ 75,000	\$ 65,000	\$ 65,000
52701	Trash & Recycle Hauling				\$ 45,862	\$ 55,000	\$ 27,425	\$ 65,000	\$ 65,000	\$ 20,000	\$ 20,000
52702	Hazardous Waste Collection				\$ 5,802	\$ 10,000	\$ 5,357	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000
52740	Clothing & Uniforms				\$ 18,986	\$ 16,000	\$ 6,721	\$ 27,500	\$ 27,500	\$ -	\$ -
52900	Licenses				\$ 820	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000
53050	Landfill Engineering				\$ 11,484	\$ 12,000	\$ -	\$ 13,000	\$ 13,000	\$ 90,000	\$ 90,000
53810	Tree Services				\$ 82,817	\$ 85,000	\$ 51,305	\$ 90,000	\$ 90,000	\$ 1,500	\$ 1,500
54200	Office Supplies				\$ 1,798	\$ 1,500	\$ 237	\$ 1,500	\$ 1,500	\$ 85,000	\$ 85,000
54810	Gas & Diesel				\$ 71,184	\$ 90,000	\$ 20,347	\$ 100,000	\$ 100,000	\$ 35,000	\$ 35,000
55300	Public Works Supplies				\$ 30,131	\$ 28,000	\$ 12,546	\$ 35,000	\$ 35,000	\$ 150,000	\$ 150,000
55700	Snow & Ice Supplies				\$ 109,444	\$ 150,000	\$ 2,342	\$ 150,000	\$ 150,000	\$ 3,000	\$ 3,000
57100	Travel/Training				\$ 65	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 500	\$ 500
57300	Dues & Memberships				\$ 240	\$ 200	\$ 210	\$ 500	\$ 500	\$ 30,000	\$ 30,000
58541	Remediation-Highway Garage				\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ 913,000	\$ 913,000
TOTAL EXPENSES:					\$ 660,599	\$ 859,200	\$ 278,175	\$ 999,500	\$ 999,500	\$ 1,823,023	\$ 1,734,023
TOTAL BUDGET:					\$ 1,403,586	\$ 1,623,933	\$ 660,572	\$ 1,823,023	\$ 1,823,023	\$ 1,734,023	\$ 1,734,023


 Date: 2/9/2021
 Dept Head Approval

\$ Increase/Decrease \$ 110,090
 % Increase/Decrease 6.78%

Health Department: 01511


		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22	Year-end	Town Meeting	Actuals	Budget	Town Manager
		REQ	APRV	Actuals	Vote	thru	Request	Recommended
						12/31/20		
51129	Health Agent	1	1	\$ 45,725	\$ 51,250	\$ 25,637	\$ 53,325	\$ 53,325
51130	Health Inspector	1	1	\$ 26,076	\$ 48,425	\$ 15,246	\$ 40,998	\$ 40,998
51131	Animal Inspector			\$ 882	\$ 1,000	\$ 490	\$ 1,000	\$ 1,000
51420	Longevity			\$ -	\$ -	\$ -	\$ 200	\$ 200
TOTAL PERSONNEL:		2	2	\$ 72,683	\$ 100,675	\$ 41,373	\$ 95,523	\$ 95,523
52700	Contracted Services			\$ 7,447	\$ 11,000	\$ 3,494	\$ 11,880	\$ 11,880
57100	Travel/Training			\$ 914	\$ 3,400	\$ 208	\$ 3,400	\$ 3,400
57300	Dues & Memberships			\$ 100	\$ 200	\$ 100	\$ 200	\$ 200
57800	Supplies			\$ 700	\$ 2,500	\$ 401	\$ 2,500	\$ 2,500
TOTAL EXPENSES:				\$ 9,160	\$ 17,100	\$ 4,204	\$ 17,980	\$ 17,980
TOTAL BUDGET:				\$ 81,844	\$ 117,775	\$ 45,577	\$ 113,503	\$ 113,503


 Date 2-6-21
 Dept Head Approval

\$ Increase/Decrease \$ (4,272)
 % Increase/Decrease -3.63%

Council on Aging: 01541

		Positions		FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
51106	COA Director	1	1	\$ 54,921	\$ 54,925	27,473	\$ 57,145	\$ 57,145
51113	Administrative Assistant	0.5	0.5	\$ 15,652	\$ 19,836	9,400	\$ 20,640	\$ 20,640
new	Van Drivers (2)	0	1	\$ -	\$ -	-	\$ 36,420	\$ 36,420
51115	Custodian			\$ 7,895	\$ 9,000	3,935	\$ 9,364	\$ 9,364
51200	Coordinator	0.5	0.5	\$ 532	\$ -	-	\$ 2,500	\$ 2,500
51420	Longevity Pay			\$ 200	\$ 200	200	\$ 300	\$ 300
TOTAL PERSONNEL:		2	3	\$ 79,200	\$ 83,961	41,008	\$ 126,369	\$ 126,369
52450	Equipment Maint/Repairs			\$ 888	\$ 5,000	899	\$ 5,000	\$ 5,000
52700	Transportation			\$ 45,000	\$ 45,900	5,342	\$ 12,500	\$ 12,500
53810	Activities			\$ 3,979	\$ 7,950	1,191	\$ 7,950	\$ 7,950
54200	Office Supplies			\$ 1,262	\$ 2,500	918	\$ 2,800	\$ 2,800
57100	Travel/Training			\$ 1,142	\$ 1,400	146	\$ 1,400	\$ 1,400
57300	Dues & Memberships			\$ 450	\$ 450	-	\$ 450	\$ 450
TOTAL EXPENSES:				\$ 52,721	\$ 63,200	8,496	\$ 30,100	\$ 30,100
TOTAL BUDGET:				\$ 131,921	\$ 147,161	49,505	\$ 156,469	\$ 156,469



 Dept Head Approval

2/2/24

 Date

\$ Increase/Decrease \$ 9,308

 % Increase/Decrease 6.33%

Veterans' Affairs: 01543

Account	Account Name	Positions				FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	FY22	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
		0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL:									
52710	American Legion Lease					\$ 7,010	\$ 6,000	\$ 1,500	\$ 12,000	\$ 12,000
54200	Supplies					\$ -	\$ 3,000	\$ -	\$ 4,750	\$ 4,750
57700	Veterans' Benefits					\$ 86,856	\$ 102,500	\$ 34,833	\$ 101,000	\$ 101,000
57701	Veterans' District					\$ 33,008	\$ 32,200	\$ 32,195	\$ 31,950	\$ 31,950
	TOTAL EXPENSES:					\$ 126,875	\$ 143,700	\$ 68,529	\$ 149,700	\$ 149,700
	TOTAL BUDGET:					\$ 126,875	\$ 143,700	\$ 68,529	\$ 149,700	\$ 149,700


Dept Head Approval

2/9/21
Date

\$ Increase/Decrease \$ 6,000
% Increase/Decrease 4.18%

Libraries: 01610

Account	Account Name	Positions			FY2020		FY2021	FY2021	FY2022	FY2022
		FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended	
51143	Head Librarian	1	1	1	\$ 62,371	\$ 62,375	\$ 31,200	\$ 64,900	\$ 64,900	
51145	Assistant Librarians	2	2	2	\$ 93,398	\$ 93,045	\$ 46,551	\$ 96,810	\$ 96,810	
51146	Library Clerks	7.5	7.5	7.5	\$ 217,233	\$ 268,260	\$ 75,449	\$ 279,100	\$ 279,100	
51420	Longevity Pay				\$ 1,600	\$ 1,800	\$ 1,200	\$ 1,300	\$ 1,300	
51910	Stipend				\$ -	\$ -	\$ 1,000	\$ -	\$ -	
TOTAL PERSONNEL:		10.5	10.5	10.5	\$ 374,602	\$ 425,480	\$ 155,400	\$ 442,110	\$ 442,110	
52400	Equipment Maint/Repairs				\$ 2,431	\$ 3,200	\$ 1,325	\$ 3,200	\$ 3,200	
54200	Office Supplies				\$ 6,691	\$ 10,346	\$ 3,617	\$ 10,350	\$ 10,350	
55800	Nonprint Materials				\$ 34,682	\$ 35,896	\$ 11,625	\$ 35,990	\$ 35,990	
55860	Books/Subscriptions				\$ 76,223	\$ 79,181	\$ 30,679	\$ 79,185	\$ 79,185	
55861	Programming Supplies				\$ 2,440	\$ 3,167	\$ 1,001	\$ 3,170	\$ 3,170	
57100	Travel/Training				\$ 291	\$ 1,648	\$ 915	\$ 1,650	\$ 1,650	
57300	Dues & Memberships				\$ 936	\$ 1,040	\$ 959	\$ 1,010	\$ 1,010	
TOTAL EXPENSES:					\$ 123,696	\$ 134,478	\$ 50,121	\$ 134,555	\$ 134,555	
TOTAL BUDGET:					\$ 498,298	\$ 559,958	\$ 205,521	\$ 576,665	\$ 576,665	

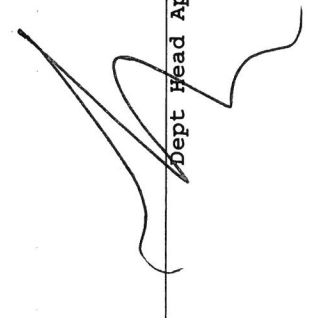
Amanda M. DeGiorgio
Dept Head Approval

2/9/2021
Date

\$ Increase/Decrease \$ 16,707
% Increase/Decrease 2.98%

Parks & Recreation: 01650

Account	Account Name	Positions			FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
		0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL:								
52400	Maintenance & Repairs				\$ 1,648	\$ 8,000	\$ 3,713	\$ -	\$ -
54201	Parks Improvements				\$ 6,223	\$ 7,500	\$ 1,806	\$ 9,500	\$ 9,500
54502	Park Supplies				\$ 3,843	\$ -	\$ -	\$ -	\$ -
57803	Lake Management				\$ 2,250	\$ 8,000	\$ -	\$ 8,000	\$ 5,000
57805	Youth Programming				\$ 75,162	\$ 85,000	\$ 65,153	\$ 95,000	\$ 95,000
57810	Waste Management				\$ 3,978	\$ 6,500	\$ 1,945	\$ 8,500	\$ 8,500
	TOTAL EXPENSES:				\$ 93,103	\$ 115,000	\$ 72,616	\$ 121,000	\$ 118,000
	TOTAL BUDGET:				\$ 93,103	\$ 115,000	\$ 72,616	\$ 121,000	\$ 118,000



Dept Head Approval

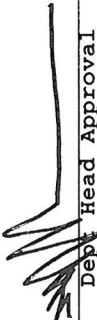
2/9/2021

Date

\$ Increase/Decrease \$ 3,000
% Increase/Decrease % 2.61%

Boards & Commissions: 01691

Account	Account Name	Positions			FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
		0	0	0	\$ -	\$ -	-	\$ -	-
	TOTAL PERSONNEL:								
52400	Historical Commission				\$ 6,982	\$ 7,470	-	\$ 7,470	\$ 7,470
52700	Historic Districts Commission				\$ 6,400	\$ 4,000	-	\$ 12,000	\$ 12,000
57800	Agricultural Commission				\$ 797	\$ 2,000	475	\$ 2,000	\$ 2,000
57810	Dubois Committee				\$ 5,000	\$ 5,000	-	\$ -	-
57820	Strategic Sustainability Comm				\$ 350	\$ 500	-	\$ 500	\$ 500
57830	Transportation Committee				\$ -	\$ 1,000	-	\$ 1,000	\$ 1,000
TOTAL EXPENSES:					\$ 19,529	\$ 19,970	475	\$ 22,970	\$ 22,970
TOTAL BUDGET:					\$ 19,529	\$ 19,970	475	\$ 22,970	\$ 22,970



 Dept Head Approval

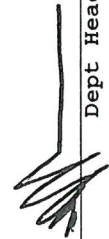
2-9-21

 Date

\$ Increase/Decrease \$ 3,000
 % Increase/Decrease 15.02%

Celebrations & Events: 01693

Account	Account Name	Positions				FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	FY22					
		FY21	FY22	FY22	FY22	Year-end	Town Meeting	Actuals	Budget	Town Manager
		REQ	APRV	APRV	APRV	Actuals	Vote	thru	Request	Recommended
						12/31/20				
		0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL:									
57800	Celebrations					\$ 3,426	\$ 5,000	186	\$ 5,000	\$ 5,000
57810	Band Programs					\$ 4,000	\$ 4,000	4,000	\$ 7,500	\$ 7,500
	TOTAL EXPENSES:					\$ 7,426	\$ 9,000	4,186	\$ 12,500	\$ 12,500
	TOTAL BUDGET:					\$ 7,426	\$ 9,000	4,186	\$ 12,500	\$ 12,500


 Dept Head Approval

2-9-21
 Date

\$ Increase/Decrease \$ 3,500
 % Increase/Decrease 38.89%

Debt Service: 01752

		Positions			FY2020	FY2021	FY2021	FY2022	FY2022
Account	Account Name	FY21	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
	TOTAL PERSONNEL:	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
59100	Long Term Principal				\$ 1,270,000	\$ 1,275,000	\$ -	\$ 1,657,099	\$ 1,657,099
59120	Long Term Interest				\$ 286,150	\$ 244,450	\$ 122,225	\$ 313,243	\$ 313,243
59130	Short Term Interest/Paydowns				\$ 81,330	\$ 271,166	\$ -	\$ 95,000	\$ 85,000
59150	Debt Issuance Costs				\$ 1,425	\$ 12,500	\$ -	\$ 12,500	\$ 12,500
	TOTAL EXPENSES:				\$ 1,638,905	\$ 1,803,116	\$ 122,225	\$ 2,077,842	\$ 2,067,842
	TOTAL BUDGET:				\$ 1,638,905	\$ 1,803,116	\$ 122,225	\$ 2,077,842	\$ 2,067,842


 Dept Head Approval

8/9/21
 Date

\$ Increase/Decrease \$ 264,726
 % Increase/Decrease 14.68%

Retirement: 01911

Account	Account Name	Positions			FY2020	FY2021	FY2021	FY2022	FY2022
		FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
		0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PERSONNEL:								
51750	Medicare				\$ 65,519	\$ 74,500	\$ 33,719	\$ 76,500	\$ 76,500
51760	Retirement Contribution				\$ 787,654	\$ 865,911	\$ 852,262	\$ 922,789	\$ 922,789
51950	Recruitment & Retirement				\$ -	\$ 25,000	\$ -	\$ -	\$ -
	TOTAL EXPENSES:				\$ 853,173	\$ 965,411	\$ 885,981	\$ 999,289	\$ 999,289
	TOTAL BUDGET:				\$ 853,173	\$ 965,411	\$ 885,981	\$ 999,289	\$ 999,289


 Date 2/8/2021

Dept Head Approval

 \$ Increase/Decrease \$ 33,878
 % Increase/Decrease 3.51%

Insurance: 01945

Positions		FY2020		FY2021		FY2021		FY2022		FY2022	
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended		
		0	0	0							
	TOTAL PERSONNEL:										
51710	Workers Compensation				54,560						
51740	Health & Life Insurance				1,162,215						
51741	Insurance Deductibles				4,395						
57400	General Insurance				135,000						
57425	Public Safety Insurance				72,895						
57500	Medical Services				-						
57800	Miscellaneous Expenses				-						
59610	Allocation from Wastewater				(158,000)						
	TOTAL EXPENSES:										
					\$ 1,271,065	\$ 1,765,452	\$ 1,068,721	\$ 1,842,056	\$ 1,804,700		
	TOTAL BUDGET:										
					\$ 1,271,065	\$ 1,765,452	\$ 1,068,721	\$ 1,842,056	\$ 1,804,700		


 Date: 2/9/21
 Dept Head Approval

\$ Increase/Decrease \$ 39,248
 % Increase/Decrease 2.22%

Wastewater: 60442

		Positions			FY2020		FY2021		FY2022		FY2022	
Account	Account Name	FY21 REQ	FY22 REQ	FY22 APRV	Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended			
51133	Superintendent	1	1	1	\$ 77,221	\$ 78,770	\$ 41,571	\$ 89,050	\$ 89,050			
new	Laborers		1	1	-	-	-	\$ 52,120	\$ 52,120			
51137	Laborers/Drivers	4	1	1	\$ 203,054	\$ 223,360	\$ 83,630	\$ 53,895	\$ 53,895			
new	Mechanic		1	1	-	-	-	\$ 61,955	\$ 61,955			
new	Equipment Operator		1	1	-	-	-	\$ 59,865	\$ 59,865			
new	Plant Operator		1	1	-	-	-	\$ 67,300	\$ 67,300			
new	Assistant Plant Operator		1	1	-	-	-	\$ 63,300	\$ 63,300			
51139	Operator Technician	2			\$ 125,991	\$ 128,030	\$ 41,044	\$ -	\$ -			
51200	Clerical	0.5	0.5	0.5	\$ -	\$ 19,168	\$ 264	\$ 19,555	\$ 19,555			
51300	Overtime				\$ 31,387	\$ 31,620	\$ 15,598	\$ 32,260	\$ 32,260			
new	Police Details				\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000			
51420	Longevity Pay				\$ 2,750	\$ 2,450	\$ 1,973	\$ 2,150	\$ 2,150			
51900	Contingency				\$ -	\$ 5,570	\$ -	\$ -	\$ -			
TOTAL PERSONNEL:		7.5	7.5	7.5	\$ 440,403	\$ 488,967	\$ 184,080	\$ 503,450	\$ 503,450			
52110	Electricity				\$ 154,014	\$ 176,800	\$ 54,377	\$ 180,300	\$ 180,300			
52120	Gas/Oil				\$ 19,092	\$ 29,000	\$ -	\$ 29,000	\$ 29,000			
52310	Water				\$ 2,498	\$ 5,500	\$ 348	\$ 5,500	\$ 5,500			
52400	Repairs & Maintenance				\$ 54,060	\$ 86,200	\$ 27,558	\$ 95,000	\$ 95,000			
52740	Uniforms Rental				\$ 3,724	\$ 3,500	\$ 1,346	\$ 4,200	\$ 4,200			
52800	Contracted Hauling				\$ 139,745	\$ 214,000	\$ 65,114	\$ 214,000	\$ 214,000			
52801	Contracted Services				\$ 11,783	\$ 10,000	\$ 6,274	\$ 21,000	\$ 21,000			
52900	Collection System				\$ 29,014	\$ 55,000	\$ 6,488	\$ 53,000	\$ 53,000			
53020	Legal				\$ -	\$ 2,500	\$ -	\$ -	\$ -			
53050	Engineering/Architecture				\$ 1,523	\$ 11,000	\$ -	\$ 11,000	\$ 11,000			
53410	Telephone				\$ 1,208	\$ 3,000	\$ 484	\$ 3,700	\$ 3,700			
53430	Postage				\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000			
53800	Other Services				\$ 6,267	\$ 5,600	\$ 2,013	\$ -	\$ -			
54200	Office Supplies				\$ 2,173	\$ 2,500	\$ 300	\$ 2,600	\$ 2,600			
54800	Vehicular Supplies				\$ 3,953	\$ 4,000	\$ 898	\$ 4,500	\$ 4,500			
54810	Gasoline				\$ 3,089	\$ 5,600	\$ 1,457	\$ 5,600	\$ 5,600			
55800	Chemicals/Supplies				\$ 80,798	\$ 99,600	\$ 34,787	\$ 102,000	\$ 102,000			
55840	Safety Equipment				\$ 4,096	\$ 4,000	\$ 1,244	\$ 4,000	\$ 4,000			
57100	Travel/Training				\$ 129	\$ 4,000	\$ 161	\$ 4,000	\$ 4,000			
57400	General Insurance				\$ 36,319	\$ 39,480	\$ 34,163	\$ 37,500	\$ 37,500			
57401	Workers Compensation				\$ 13,547	\$ 13,125	\$ 15,080	\$ 17,500	\$ 17,500			
57402	Health/Life Insurance				\$ 107,927	\$ 156,600	\$ 413	\$ 161,300	\$ 161,300			
57403	Medicare				\$ 4,540	\$ 7,000	\$ -	\$ 7,140	\$ 7,140			
57404	Retirement				\$ 79,910	\$ 85,669	\$ 85,669	\$ 91,410	\$ 91,410			
57406	Unfunded EE Benefits				\$ 5,100	\$ 5,100	\$ -	\$ 5,100	\$ 5,100			
57407	Allocation to General Fund				\$ 158,000	\$ 180,000	\$ -	\$ 183,600	\$ 183,600			
59100	Maturing Debt				\$ 467,811	\$ 462,392	\$ -	\$ 463,604	\$ 463,604			
59120	Interest on Debt				\$ 179,786	\$ 157,390	\$ 84,320	\$ 169,996	\$ 169,996			
59130	Short Term Interest				\$ 15,150	\$ 26,450	\$ -	\$ 20,000	\$ 20,000			
59150	Debt Issuance Costs				\$ 1,075	\$ 25,000	\$ -	\$ 10,500	\$ 10,500			
TOTAL EXPENSES:					\$ 1,586,333	\$ 1,884,006	\$ 422,493	\$ 1,911,050	\$ 1,911,050			
TOTAL BUDGET:					\$ 2,026,736	\$ 2,372,973	\$ 606,572	\$ 2,414,500	\$ 2,414,500			

\$ Increase/Decrease \$ 41,527
% Increase/Decrease 1.75%

2/9/2021
Date

Dept Head Approval

Positions		FY2020	FY2021	FY2021	FY2022	FY2022
		Year-end Actuals	Town Meeting Vote	Actuals thru 12/31/20	Budget Request	Town Manager Recommended
FY21	FY22 REQ	FY22 APRV				
<u>TOTAL PERSONNEL:</u>						
General Fund	71.0	72.0	72.0	\$ 4,423,512	\$ 4,957,281	\$ 5,215,102
Enterprise Fund	7.5	7.5	7.5	\$ 440,403	\$ 488,967	\$ 503,450
<u>TOTAL EXPENSES:</u>						
General Fund				\$ 6,117,804	\$ 7,266,221	\$ 7,697,082
Enterprise Fund				\$ 1,586,333	\$ 1,884,006	\$ 1,911,050
<u>TOTAL BUDGET:</u>						
General Fund				\$ 10,541,316	\$ 12,223,502	\$ 12,912,184
Enterprise Fund				\$ 2,026,736	\$ 2,372,973	\$ 2,414,500
				\$ 12,568,052	\$ 14,596,475	\$ 15,326,684

FY22 Capital Requests

Dept	Project	Total Amount	Borrow	Other	Funding Source
Police	(3) Portable Radios	\$ 25,100	\$ 25,100	\$ -	Special Article Grant
	(1) Police Cruiser	\$ 48,150	\$ -	\$ 48,150	
	(7) Laptops/Tablets for Cruisers	\$ 32,100	\$ 32,100	\$ -	
	Speed Trailer	\$ 13,680	\$ -	\$ 13,680	
	Total Police	\$ 119,030	\$ 57,200	\$ 61,830	
DPW	Vehicles & Equipment				Spec Rev Fund Ch 90
	Combination Backhoe/Loader	\$ 145,450	\$ 145,450	\$ -	
	Truck Lift	\$ 79,500	\$ 79,500	\$ -	
	Sidewalk Plow and Sander	\$ 124,300	\$ 124,300	\$ -	
	Ticket Kiosk - Transfer Station	\$ 53,000	\$ 53,000	\$ -	
		\$ 402,250	\$ 402,250	\$ -	
	Buildings & Grounds				
	Ried Cleaners Cleanup	\$ 65,000	\$ 65,000	\$ -	
		\$ 65,000	\$ 65,000	\$ -	
	Street and Bridge Improvements				
	Purchase of Land for Municipal Parking Lot	\$ 850,000	\$ 525,000	\$ 325,000	
	Municipal Parking Lot Construction	\$ 340,000	\$ 340,000	\$ -	
	Engineering	\$ 300,000	\$ 300,000	\$ -	
	Street Improvements	\$ 420,000	\$ -	\$ 420,000	
		\$ 1,910,000	\$ 1,165,000	\$ 745,000	
	Total DPW	\$ 2,377,250	\$ 1,632,250	\$ 745,000	
Parks	Parks Improvements (various)	\$ 40,000	\$ 40,000	\$ -	
		\$ 40,000	\$ 40,000	\$ -	
	Total General Fund	\$ 2,536,280	\$ 1,729,450	\$ 806,830	
Wastewater	Sewer Line Replacement	\$ 20,000	\$ -	\$ 20,000	Retained Earnings
	Sewer System Management/Maintenance Plan	\$ 185,500	\$ 185,500	\$ -	
	Sewer Manhole Rehabilitation	\$ 200,000	\$ 200,000	\$ -	
	Total Wastewater	\$ 405,500	\$ 385,500	\$ 20,000	
Total FY22 Capital Requests		\$ 2,941,780	\$ 2,114,950	\$ 826,830	

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: Police Department _____

PROJECT DESCRIPTION: 3 APX 8000 portable radios

PROJECT JUSTIFICATION: To enhance communication capabilities

PROJECT REQUESTED PREVIOUSLY: YES _____ NO _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$25,050.96	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: _____

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
_____	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR COMPLETION: Upon
receipt _____

[illegible]

Quotation valid for 90 days

Prepared by: Jc Dave Ullrich

email address: dullrich@pittsfieldcommunications.com

GREAT BARRINGTON POLICE

Reference:

APX8000 PORTABLE MODEL 2.5

Mass State Contract ITT57							SHIP DATE	TERMS
							x weeks ARO	NET 30 DAYS
APC	ITEM	QTY	MODEL	DESCRIPTION	LIST PRICE	Discount %	CONTRACT PRICE	EXTENDED AMOUNT
579		3	H91TGD9PW6AN	APX8000 MODEL 2.5	\$ 5,983.00	24%	\$ 4,547.08	\$ 13,641.24
579		3	Q806	ASTRO DIGITAL CAI OPERATION	\$ 515.00	24%	\$ 391.40	\$ 1,174.20
655		3	H38	SMARTZONE OPERATION	\$ 1,500.00	24%	\$ 1,140.00	\$ 3,420.00
655		3	Q361	P25 9600 BAUD	\$ 300.00	24%	\$ 228.00	\$ 684.00
655		3	QA00631AB	DVRS PSU ACTIVATION	\$ 100.00	24%	\$ 76.00	\$ 228.00
655		3	QA00580	TDMA OPERATION	\$ 450.00	24%	\$ 342.00	\$ 1,026.00
185		3	Q887	5 YEAR WARRANTY	\$ 206.00	0%	\$ 206.00	\$ 618.00
655		3	G996	OTAP	\$ 100.00	24%	\$ 76.00	\$ 228.00
785		3	NNTN8860	APX IMPRES CHARGER	\$ 165.00	31%	\$ 113.85	\$ 341.55
372		3	HMN4104B	RMS WITH DISPLAY	\$ 454.00	31%	\$ 313.26	\$ 939.78
271		3	PMLN7903A	APX8000 CARRY CASE	\$ 67.00	31%	\$ 46.23	\$ 277.38
453		3	PMNN4486	SPARE BATTERY LI-ION 3400MAH	\$ 163.00	31%	\$ 112.47	\$ 337.41
655		3	H869BW	ENH-MULTIKEY	\$ 330.00	24%	\$ 250.80	\$ 752.40
655		3	Q629AH	ENH-AES ENCRYPTION AND ADP	\$ 475.00	24%	\$ 361.00	\$ 1,083.00
		3	SVC03SVC0115D	TEMPLATE BUILD	\$ 150.00	0%	\$ 150.00	\$ 450.00
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
Notes:					TOTAL		\$ 25,050.96	\$
					SALES TAX		n/a	
					GROUND SHIPPING			included

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: Police Department _____

PURPOSE OF EXPENDITURE: Normal replacement schedule of police cruisers

NUMBER UNITS REQUESTED: 2 vehicles _____

ESTIMATED USEFUL LIFE IN YEARS: 2 years _____

NUMBER OF SIMILAR UNITS IN INVENTORY: 3 _____

USE ESTIMATE: _____

ITEM (S) TO BE REPLACED: Cruisers #3830 & #3828 _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$96,283	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR ACQUISITION: _1 year _____

****WRITTEN QUOTES MUST BE SUBMITTED WITH ALL REQUESTS FOR VEHICLES
AND EQUIPMENT****

FY 2022 Cruisers

Cruisers 3820 & 3828 will be up for replacement.

Cost will be significantly lower because we invested in up fit equipment that only needs to be transferred into these replacement cars.

MHQ: 2 new Ford Utilities and transferring of all equipment: 79,058.00

Stop Sticks: 2 sets of stop sticks with vehicle mounting: \$1,225.00

Motorola: 2-Way Radio: Motorola APX 8500 Single Remote Head X2 est: \$16,000.XX



CUSTOMER

Contact Name: Adam Carlotto, Sergeant
 Company/Dept: Great Barrington Police Dept.
 Street Address: 465 Main St.
 City, State, Zip: Great Barrington, MA 01230
 Phone: 413.528.0306 x.143 / 413.329.2142 (c.)
 Email: acarlotto@townofgb.org

Date: 1/6/2021
 Valid Until: 60 Days*
 Customer #: 12071
 Contract: GBPC
 Sales Rep: Kris Wright
Patrol Vehicle

Vehicle:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A	2021 Ford Utility Police Interceptor - Optional Engine: (99B) 3.3L V6 Direct-Injection Gasoline (FFV) - 10 Speed Automatic Transmission - Heavy Duty 18" Steel Wheels Small Chrome Center Hub Caps- Heavy Duty Vinyl Flooring - 1st Row Police Grade Cloth Dual Front Bucket Seats (Driver's Side Six Way Power Seat; Passenger side Manual) - 2nd Row Vinyl 60/40 Split Bench Seats - 3 Year 36,000 mile Bumper to Bumper Warranty- 5 Year 100,000 mile Drivetrain Warranty	\$ 33,550.00	1	\$ 33,550.00
UM	Exterior Color: Agate Black Metallic	\$ -	1	\$ -
18D	Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch)	\$ -	1	\$ -
87R	Rear View Camera (Mirror Display)	\$ -	1	\$ -
153	License Plate Bracket - Front	\$ -	1	\$ -
43D	Dark Car Feature - Courtesy lamp disable when any door is opened	\$ 25.00	1	\$ 25.00
51R	Spot Lamp - Driver only (Unity LED)	\$ 387.00	1	\$ 387.00
549	Mirrors - Heated Side View	\$ 59.00	1	\$ 59.00
52P	Hidden Door-Lock Plunger -inc: rear-door controls inoperable (locks, handles and windows) Locks/windows operable from driver's door switches	\$ 157.00	1	\$ 157.00
76R	Reverse Sensing	\$ 270.00	1	\$ 270.00
Standard	Hands Free/ Bluetooth	\$ -	1	\$ -
Standard	Trailer hitch - Class III	\$ -	1	\$ -
VEHICLE TOTAL:				\$ 34,448.00

Contract Equipment:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
FLEET KEY	Fleet Keyed at the dealer - 1111x	\$ 195.00	1	\$ 195.00
Package C	Deluxe Graphics Package	\$ 695.00	1	\$ 695.00
Paint	Paint 4 doors and Roof (rear wing included) (YZ) Oxford White	\$ 945.00	1	\$ 945.00
Labor Hour	Labor to activate factory headlight flasher (Wig-Wag)	\$ 108.00	0.5	\$ 54.00
1419	Transfer 2 hideaway LED systems	\$ 135.00	1	\$ 135.00
1442	Transfer mirror beam lighting system	\$ 165.00	1	\$ 165.00

EQUIPMENT TOTAL:	\$ 5,081.00
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Vehicle Equipment Total:	\$	39,529.00
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TOTAL:	\$	79,058.00
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TERMS AND CONDITIONS

*This quote is valid for 60 days. Any purchase orders or approved quotes received outside of this date will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L. c.30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c 30B sec. 1c and M.G.L. c.7 sec. 22B. The governmental body is responsible to determine the applicability of M.G.L. c 30B to off contract items, including, but not limited to off contract items that have already been properly procured under M.G.L. c 30B sec. 1c and M.G.L. c. 7 sec. 22A (purchases from a vendor on a contract with the Commonwealth), other contracts procured under M.G.L. c 30B sec 1c and M.G.L. c.7 sec. 22B, or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.



MOTOROLA
Authorized Manufacturer
Representative

Motorola
Pittsfield Communications Systems, Inc.
Dave Ullrich
1502 West Housatonic Street
Pittsfield, Ma .01201
413-448-8214

Quotation for: GREAT BARRINTON POLICE

email address: dullrichpcs@gmail.com

Date 1-7-21

Quotation valid for 90 days

Prepared by: Jr Dave Ullrich

Massachusetts State Contract Pricing

Reference: APX 8500 ALL BAND MOBILE

Mass State Contract ITT57							SHIP DATE	TERMS
							x weeks ARO	NET 30 DAYS
APC	ITEM	QTY	MODEL	DESCRIPTION	LIST PRICE	Discount %	CONTRACT PRICE	EXTENDED AMOUNT
681		2	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	\$ 4,770.00	24%	\$ 3,625.20	\$ 7,250.40
681		2	G806BL	ASTRO DIGITAL CAI OP APX	\$ 515.00	24%	\$ 391.40	\$ 782.80
656		2	G51AT	SMARTZONE OPERATION APX	\$ 1,500.00	24%	\$ 1,140.00	\$ 2,280.00
656		2	G361AH	P25 TRUNKING SOFTWARE	\$ 300.00	24%	\$ 228.00	\$ 456.00
450		2	GA00580AA	TDMA OPERATION	\$ 450.00	24%	\$ 342.00	\$ 684.00
656		2	G996AS	OVER THE AIR PROVISIONING	\$ 100.00	24%	\$ 76.00	\$ 152.00
656		2	G444AH	APX CONTROL HEAD SOFTWARE	\$ -	0%	\$ -	\$ -
656		2	G442AJ	O5 CONTROL HEAD	\$ 432.00	24%	\$ 328.32	\$ 656.64
656		2	G67DF	REMOTE MOUNT MID POWER	\$ 297.00	24%	\$ 225.72	\$ 451.44
681		2	GA01513AA	ALL BAND MOBILE ANTENNA	\$ 95.00	24%	\$ 72.20	\$ 144.40
681		2	GA05509AA	DELETE UHF BAND	\$ (800.00)	24%	\$ (608.00)	\$ (1,216.00)
656		2	G892AB	HAND MIC.GCAI WATER RESISTANT	\$ 72.00	24%	\$ 54.72	\$ 109.44
656		2	G831AD	SPKR 15W WATER RESISTANT	\$ 60.00	24%	\$ 45.60	\$ 91.20
681		2	G628AC	REMOTE MOUNT CABLE 17'	\$ 15.00	24%	\$ 11.40	\$ 22.80
185		2	G78AT	3 YEAR SFS LITE	\$ 168.00	0%	\$ 168.00	\$ 336.00
655		2	H869BW	ENH:MULTIKEY	\$ 330.00	24%	\$ 250.80	\$ 501.60
655		2	Q629AH	ENH:AES ENCRYPTION AND ADP	\$ 475.00	24%	\$ 361.00	\$ 722.00
209		2	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$ 75.00		\$ 150.00	\$ 150.00
							\$ -	\$ -
Notes:					TOTAL		\$ 13,574.72	
					SALES TAX		n/a	
					GROUND SHIPPING		included	
					TOTAL		\$ 13,574.72	

**Ship To**

Adam Carlotto
Great Barrington Police
Department
20 Castle Street
Great Barrington, MA 1230
United States
413-528-0306 x143
acarlotto@townofgb.org

Bill To

Adam Carlotto
Great Barrington Police
Department
20 Castle Street
Great Barrington, MA 1230
United States
413-528-0306 x143
acarlotto@townofgb.org

Quotation

Quote Number 2021-13714
Terms Net 30 Days
Date 01/06/2021
Sales Person Cyndi Alley
Valid Until 02/05/2021
Shipping Fedex
Contract Number
Cooperative

#	Qty.	Product	Item Code	Unit Price	Ext. Price
1	2	9' Stop Stick Kit w/Holster-Red	S3800K	\$ 594.00	\$ 1,188.00

Quotation Totals

Currency: US Dollar
Subtotal: \$ 1,188.00
Shipping Provider: Fedex
Shipping and Handling: \$ 37.00
Total: \$ 1,225.00

Quotation Accepted By

Quote Number 2021-13714

P.O. Number

Tax Exempt #

Print Name

Title

Signature

Date

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: Technology

PURPOSE OF EXPENDITURE:

This expenditure is to replace Police Department vehicle laptops/tablets.

NUMBER UNITS REQUESTED: 7 units

ESTIMATED USEFUL LIFE IN YEARS: 5-7years

NUMBER OF SIMILAR UNITS IN INVENTORY: 0

USE ESTIMATE: These units are used every time a vehicle is in use

ITEM (S) TO BE REPLACED: This would replace the current vehicle laptops/tablets

DEPARTMENT PRIORITY: 1 ☒ 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$32,086.25</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR ACQUISITION: These units would only take 4-6 weeks to secure

****WRITTEN QUOTES MUST BE SUBMITTED WITH ALL REQUESTS FOR VEHICLES
AND EQUIPMENT****

Haywood Associates Incorporated
 dba TransCOR Info Technologies
 124 Jewett Street
 Georgetown, MA 01833

Voice: (978) 352-3100
 Fax: (978) 352-9199
 FEIN: 04-3223372



QUOTATION

Quote Number: **21-0025**
 Quote Date: Jan 8, 2021
 Page: 1

Quoted To:

Great Barrington Police
 Town of Great Barrington
 334 Main St.
 Great Barrington, MA 01230
 USA

Customer ID	Good Thru	Payment Terms	Sales Rep
GBP01	2/7/21	Net 25 Days	RRH

Quantity	Item	Description	Unit Price	Amount
1.00	COMMENT A	ATTN: Sam Stolzar E-M: sstolzar@townofgb.org TEL: -----		
1.00	COMMENT M4 ITC47	REF: Massachusetts State Contract ITC47 Category 8 Rugged Mobile Devices Terms & Conditions -----		
1.00	COMMENT	Quote for CF-33 Computers -----		
7.00	CF-33LE-00VM	PubSectorSpec Win10Pro,Core i5-7300U,vPro,12" QHD Tch+Digi, 8GB, 256GB SSD, Intel abgn/ac,TPM2.0, BT, DPT, 4G LTE M-C, HelloWbcm, 8MP, 3Yr PubSector Svc & Supp	3,357.75	23,504.25
7.00	CF-H-33-TVD2-L	Havis Tablet Lite Vehicle Dock (DPT) Tablet Only. USB 2.0 (4), USB 3.0 (2), Ser, Eth (2), Docking Connector, Dual RF, Power, Rel Lever, Lock	827.00	5,789.00
7.00	MISCELLANEOUS	Adapter Plate to lower CF-33 tablet on Hint mount	50.00	350.00
1.00	COMMENT	----- Attachable Keyboard for CF-33 -----		

Subtotal	Continued
Sales Tax	Continued
Freight	
TOTAL	Continued

Authorized Signature _____

Rugged Computers for Tough Workers

Haywood Associates Incorporated
 dba TransCOR Info Technologies
 124 Jewett Street
 Georgetown, MA 01833

Voice: (978) 352-3100
 Fax: (978) 352-9199
 FEIN: 04-3223372



QUOTATION

Quote Number: **21-0025**
 Quote Date: Jan 8, 2021
 Page: 2

Quoted To:

Great Barrington Police
 Town of Great Barrington
 334 Main St.
 Great Barrington, MA 01230
 USA

Customer ID	Good Thru	Payment Terms	Sales Rep
GBP01	2/7/21	Net 25 Days	RRH

Quantity	Item	Description	Unit Price	Amount
1.00	CF-VEK331LMP	Panasonic Premium Keyboard for CF-33. Emissive Red Backlit (4 Levels). Handle/Kickstand, Ethernet, SDXC (full size), HDMI,VGA,USB 2.0, USB 3.0 (2), Serial (USB)	586.25	586.25
1.00	COMMENT	----- Installation Services -----		
7.00	INSTL-TSV-EW	Installation -- Remove old dock, and replace with new dock.	250.25	1,751.75
7.00	S & H	Shipping & Handling	15.00	105.00
			Subtotal	32,086.25
			Sales Tax	
			Freight	
			TOTAL	32,086.25

Authorized Signature _____

Rugged Computers for Tough Workers

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: Police Department _____

PROJECT DESCRIPTION: All Traffic Solutions Speed Trailer and Message Board

PROJECT JUSTIFICATION: Traffic safety and increasing resident complaints.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$13680 _____	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: _____

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$1500 _____	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR COMPLETION: Upon
receipt _____

**ALL TRAFFIC
SOLUTIONS****Mail Purchase
Orders to:**

3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
12950 Worldgate Dr #310
Herndon, VA 20170
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:

QUOTE Q-56155

DATE: 01/07/2021

PAG
E
NO:
1

Questions**contact:**

MANUFACTURER:
All Traffic Solutions

Bob Keens
(866) 366-6602
x 265
bkeens@alltrafficsolutions.co
m

Independent Sales Rep:

BILL TO:

Town of Great Barrington PD
465 Main Street
Great Barrington MA 01230

Billing Contact:

SHIP TO:

Town of Great Barrington PD
465 Main Street
Great Barrington MA 01230
Attn: Paul Storti

**PAYMENT
TERMS:**
Net 30

CUSTOMER: Town of
Great Barrington PD

CONTACT:(413) 358-5288 ext, 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000745	SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately)	1	\$9,050.00	\$9,050.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	1	\$1,500.00	\$1,500.00
4000859	Trade-in CREDIT: ATS Unit, RMS purchase, requires one year TrafficCoud service	1	(\$1,000.00)	(\$1,000.00)
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	1	\$0.00	\$0.00
4100557	hrns, Power cord, iA w/ quick connects for trailer	1	\$60.00	\$60.00
4001622	ATS-5 Trailer for IA/SA24 includes: 470Ah Batteries & Trailer Certificate of Origin	1	\$5,060.00	\$5,060.00
4000879	Violator Strobe, Red and Blue for ATS-5 for use with SA24	1	\$800.00	\$800.00
4001299	3 Year Warranty	1	\$0.00	\$0.00
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1	\$100.00	\$100.00
4001626	VZW communications prep	1	\$0.00	\$0.00

4000754	USB cable, 16ft, extra long for trailer or pole	1	\$60.00	\$60.00
4000641	Shipping and Handling Common Carrier	1	\$650.00	\$650.00
4001190	Discount - New Purchase	1	(\$2,600.00)	(\$2,600.00)

Special Notes:

**SALES
AMOUNT:** \$13,680.00

**TOTAL
USD:** \$13,680.00

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Print Name, Title

Signature

Date

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: DPW/Highway

PURPOSE OF EXPENDITURE: Combination Loader/Backhoe - The purpose is to avoid a major breakdown or substantial repair cost of a critical piece of DPW equipment

NUMBER UNITS REQUESTED: 1

ESTIMATED USEFUL LIFE IN YEARS: 15

NUMBER OF SIMILAR UNITS IN INVENTORY: 0

USE ESTIMATE: Daily

ITEM (S) TO BE REPLACED: 1

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE: \$145,450

FY2022	FY2023	FY2024	FY2025	FY2026
<u>X</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR ACQUISITION: 1 year

****WRITTEN QUOTES MUST BE SUBMITTED WITH ALL REQUESTS FOR VEHICLES
AND EQUIPMENT****

200g 15 year 36-390



Main Office
80 Southbridge Rd (Rt. 20)
PO Box 578
North Oxford, MA 01537
508-987-8786
fax (508) 987-3578

Monday, October 19, 2020

Prepared for
TOWN OF GREAT BARRINGTON (# 9388)
SEAN VANDEUSEN
334 MAIN STREET SUITE 1
GREAT BARRINGTON, MA 01230

Quote # 23933 Prepared by

Chris Kokosa
mobile # : 413-302-2291
ChrisKokosa@SchmidtEquipment.com

Machine Specifications

2021 Deere 410L Stock #: order Serial #: order Hours: 4

List Price \$201,920
Purchase Price \$145,000

OAB1T	*	1	410L BACKHOE LOADER
1065	*	1	ENGINE FT4
170C	*	1	JDLINK 5YR TEMP LICENSE 50HR
2035	*	1	CAB
2401	*	1	DECAL ENG W/ENG PACKET
3095	*	1	AXLE MFWD W/LIM SLIP & AUTO
4484	*	1	TIRE ALI 550 500/70R24
5285	*	1	CONTROL PILOT
5400	*	1	COUPLER LESS
5600	*	1	LESS BH BUCKET W/PINS
6020	*	1	DIPPER EXTENDABLE
6230	*	1	HYD,AUX W/1&2WAY FLOW, THUMB
7085	*	1	LDR CPLR 1LVR W/INT AUX W/RC
7690	*	1	LDR BUCKET 92" MULTIPURPOSE
8455	*	1	COUNTERWEIGHT 750LB.
8685	*	1	BATTERY DUAL W/JUMP POST
9045	*	1	CHROME EXHAUST
9080	*	1	HEATER ENGINE COOLANT 110V
9088	*	1	HYDRAU XR SYNTHETIC OIL
9116	*	1	ROOF W/LED LIGHTS
9210	*	1	CONSOLE LH W/CUP HOLDER
9505	*	1	MFWD FULL GUARD
9515	*	1	FLUID SAMPLING PORTS
9916	*	1	RADIO PREMIUM PACKAGE
9920	*	1	MIRROR EXTERIOR REAR VIEW
9970	*	1	SEAT AIR SUSP CLOTH W/HEAT

Additional Items included in Price

- additional 48 months or 3000 hours total PT/HD
- W/R Coupler & Clam Bucket
- Nokian Tire Swap

Doc Fees	\$450.00
Sales Tax	\$0.00
Quote Amount	\$145,450.00
Cash or Financed Amount	\$145,450.00

Warranty

Standard John Deere Warranty 12 month unlimited hour, full coverage. Additional 48 months or 3000 total hours whichever comes first powertrain and hydraulics. Warranty details available upon request.

Quote Terms & Conditions

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: Truck Lift

PURPOSE OF EXPENDITURE: The existing lift is a safety concern and is not
allowing the mechanic to work on the large truck the way he should

NUMBER UNITS REQUESTED: 1

ESTIMATED USEFUL LIFE IN YEARS: 20

NUMBER OF SIMILAR UNITS IN INVENTORY: 1

USE ESTIMATE: Daily

ITEM (S) TO BE REPLACED: 1

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE: \$79,499.58

FY2022	FY2023	FY2024	FY2025	FY2026
<u>X</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR ACQUISITION: 6 months

****WRITTEN QUOTES MUST BE SUBMITTED WITH ALL REQUESTS FOR VEHICLES
AND EQUIPMENT****

Vehicle Service Group, LLC.

Sourcewell Equipment Quotation



Quote # : 2020654

Date: 12/10/2020

Requested By: _____

Quote Expires: 1/10/2021

Payment Terms: 1/2%-15th, NET 30

Warranty: 1yr. Parts & Labor

Prepared By: Christine Bilz

***If the completion of the installation is delayed more than one month due to governmental entity delays (i.e. electrical etc.), then Rotary can request partial payment for the portion of work completed (both equipment and installation).**

Note: Quote for equipment and installation.

Project Name: Great Barrington Hwy Dept Member #100525

Model No.	Description	Unit Price Ea.	Qty.	Extended Price
Flex Max 414	Portable (4) Column Lift 56,000lb Capacity With Remote Control Operation at the Remote Control and at the Column	\$ 33,548.11	1	\$ 33,548.11
RS20WSYL	Welded Version of the Screw Type Adjustable Jack Stand	\$ 1,047.48	4	\$ 4,189.92
MW-500	Wheel Lift	\$ 2,581.29	1	\$ 2,581.29
M140129CG	Drive On Runway Assembly	\$ 13,701.74	1	\$ 13,701.74
RJ14BK	14,000lb Rolling Jack	\$ 9,349.28	2	\$ 18,698.56
M140168YL	Fore and Aft Truck Frame Kit	\$ 2,243.96	1	\$ 2,243.96
XXX01CTT	Setup/Training/Delivery	\$ 1,350.00	1	\$ 1,350.00
XXX01CTT	Installation includes prevailing wage labor rates for installing runways	\$ 3,136.00	1	\$ 3,136.00
	*does not include uninstalling any existing lifts			
	*does not include electric or concrete work			
	*does not include equipment rental			
	*does not include any unforeseen in-ground obstacles such as water, excessive rock, sand, utilities etc.			
	*does not include any applicable sales tax			
Freight	Pre Paid By Rotary			
Total Price:				\$ 79,449.58

ADDITIONAL TERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the existing agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or omission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*Cancelled orders are subject to 20% restocking fee

Sourcewell: 061015-RRL
CAGE #: 7K311
Tax ID #: 90-0501347
DUNS #: 00-638-2634

Rotary Lift
2700 Lanier Dr.
Madison, IN 47250
Chris Bilz, Government Sales Leader
800.445.5438 x5655
800.578.5438

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: DPW/Highway

PURPOSE OF EXPENDITURE: Sidewalk Plow/Sander - The purpose is to avoid a major breakdown or substantial repair cost of a critical piece of DPW equipment

NUMBER UNITS REQUESTED: 1

ESTIMATED USEFUL LIFE IN YEARS: 10

NUMBER OF SIMILAR UNITS IN INVENTORY: 1

USE ESTIMATE: Winter Sidewalk Plowing

ITEM (S) TO BE REPLACED: 0

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE: \$124,300

FY2022	FY2023	FY2024	FY2025	FY2026
<u>X</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR ACQUISITION: 1-1.5 yrs

****WRITTEN QUOTES MUST BE SUBMITTED WITH ALL REQUESTS FOR VEHICLES
AND EQUIPMENT****

2013 - 10 year

September 21, 2020

Town of Great Barrington
Great Barrington, MA

Reference: Trackless MT7 Articulated Tractor Quote
Commonwealth of Massachusetts OSD State Bid Award No.: FAC88

We are pleased to quote you on the following:

ONE – New TRACKLESS Model MT7 Articulated Four Wheel Drive Tractor complete with a John Deere 74HP T4f diesel engine, hydrostatic drive, EROPS cab, A/C-heater-defroster, air ride seat, AM/FM radio, single joystick control with FNR control, rear washer/wiper, front intermittent wiper, extra pump/valve, automatic reversing fan, battery disconnect switch, oil pressure gauge, back up alarm, 12V power outlet, front 540 PTO, Dana 60 F/R axles, ride control, license plate bracket, FMVSS108 lighting, strobe light system, radial winter tires, and balance complete as per standard specifications.

FAC88 STATE BID PRICE:.....\$ 124,300.00

FAC88 STATE BID ATTACHMENT PRICING:

- 1.) Buffalo Turbine Debris Blower: ADD: \$6,695.00
- 2.) Rear sander: ADD: \$6,760.00

Please contact us if there are any questions regarding this quote.

Sincerely,

Ed Walsh

Ed Walsh
Sales
Cell: (781) 281-6201

Town of Great Barrington

**Capital Request Form
FY2022 through FY2026**

****Vehicle and Equipment Purchases****

Department Submitting: DPW/Highway

PURPOSE OF EXPENDITURE: The purpose of this request is to install a
ticket kiosk at the transfer station in order to streamline and automate dump sticker
sales

NUMBER UNITS REQUESTED: 1

ESTIMATED USEFUL LIFE IN YEARS: 15

NUMBER OF SIMILAR UNITS IN INVENTORY: 0

USE ESTIMATE: Daily

ITEM (S) TO BE REPLACED:

0

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE: \$53,000

FY2022 FY2023 FY2024 FY2025 FY2026

X _____ _____ _____ _____

ESTIMATED TIME PERIOD FOR ACQUISITION: 6

months

Home (product) > Smart card system (smart-card-system) > Electronic consumer machine (electronic-consumer-machine)
> Kiosk lottery ticket vending machine payment kiosk self service payment lcd touch atm terminal kiosk

Categories

Kitchen,Dining & Bar
(kitchen-dining-bar)

Home Decor (home-decor)

Home Textile (home-textile)

Arts,Crafts & Sewing
(arts-crafts-sewing)

Festive & Party Supplies
(festive-party-supplies)

Bathroom Products
(bathroom-products)

Housekeeping &
Organization
(housekeeping-
organization)

Pet Products (pet-products)

Garden Supplies
(garden-supplies)

Household
Merchandises
(household-
merchandises)

Kitchen Appliances
(kitchen-appliances)

Household Appliances
(household-appliances)

Personal Care
Appliances (personal-
care-appliances)

Major Appliances
(major-appliances)

Commercial Appliances
(commercial-
appliances)

Home Appliance Parts
(home-appliance-parts)

Lights & Lighting (lights-
lighting)

Home Appliances
(home-appliances)



ID: 16341

Kiosk Lottery Ticket Vending Machine Payment kiosk self service payment lcd touch ATM terminal kiosk

0.0 (votes)

Price: ~~US \$54762.50~~ / piece

Discount
Price: **US \$52025.13** / piece

-5%

Quantity

1 - +

Buy Now

Add to Cart



(data/product/lg/ila-
16340-1.jpg)



(data/product/lg/ila-
16340-2.jpg)



(data/product/lg/ila-
16340-3.jpg)



(data/product/lg/ila
16340-4.jpg)



(data/product/lg/ila
16340-5.jpg)



(data/product/lg/ila-
16340-6.jpg)

Product details

Product specifics

Shipping and Free Returns

Kiosk Lottery Ticket Vending Machine Payment kiosk self service payment lcd touch ATM terminal kiosk

Specifications

AM 8200 Series Kiosk Basic Configuration

Components	Specification
Computer	Industrial Host: Mother Board : Industrial POS-1711VNA(Intel845)
	CPU : Intel P4 3.0G (upgradeable as option)
	RAM : 1GB(upgradeable as option)
	HardDisk : 80 G (upgradeable as option)
(More sizes and types of PC available upon request)	

Bathroom Fixtures
(bathroom-fixtures)

Kitchen Fixtures
(kitchen-fixtures)

Hardware (hardware)

Electrical Equipments &
Supplies (electrical-
equipments-supplies)

Building Supplies
(building-supplies)

Painting Supplies & Wall
Treatments (painting-
supplies-wall-
treatments)

Plumbing (plumbing)

Family Intelligence
System (family-
intelligence-system)

Measurement &
Analysis Instruments
(measurement-analysis-
instruments)

Machine Tools &
Accessories (machine-
tools-accessories)

Hand Tools (hand-tools)

Power Tools (power-
tools)

Hand & Power Tool
Accessories (hand-
power-tool-accessories)

Welding & Soldering
Supplies (welding-
soldering-supplies)

Welding Equipment
(welding-equipment)

Woodworking
Machinery & Parts
(woodworking-
machinery-parts-p)

Tool Organizers (tool-
organizers)

Garden Tools (garden-
tools)

Tool Sets (tool-sets)

Tool Others (tool-
others)

Construction Tools
(construction-tools)

Video Surveillance
(video-surveillance)

Monitor

TFT LCD : 15, 17 or 19 optional
: Brightness 300~1200nits
: Contrast 450:1~1000:1

Resolution:
15 1024*768
17 1280*1024
19 1280*1024
More sizes between 20"~46" upon request

Touchscreen

SAW Touch : 15 17 19"
: Resolution 4096*4096
(More types of touchscreen available: capacitive,
resistive or IR optional)

Input Device

3DES Metal EPP : 16 keys, waterproof, dustproof,
vandal proof

Card Reader

Motorized/Dip :Magcard/IC reader; Shutter(motorized);
Confiscate card(motorized)

Printe

Thermal Printer : Width 80mm~210mm; black mark
sensor; full/half cutter
Dot Matrix : Width 80mm~210mm; black mark sensor;
full/half cutter

Bankbook :24 pin dual direction

Speaker

Multimedia : Left-right bi-channel amplified output

Enclosure

ColdRoll Steel : Steel powdercoated front
Powercoated backcover

OS&Drivers

Windows XP+SP2 (WINCE, Linux, Unix, WIN2000)
and all related drivers available

Packing

Bubble Foam, carton, wooden case

Other Optionals : UPS, Video Camera, Alarm System, Barcode Scanner,Track Ball, Photo Printer, Cash
Acceptor, Card Dispenser, Check Acceptor, Infrared, Bluetooth, PSAM Card, etc.

optional components:

Coin Acceptor Telephone(Land Line)

Cash Dispenser IP Telephone

Check Acceptor A4 Laser printer

Passport Reader WiFi Bluetooth

Signature Pad Camera

Card Dispenser Metal Keyboard

Card Printer

5. Product Pictures

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: PLANNING

PROJECT DESCRIPTION: Remediation of former Ried Cleaners site

PROJECT JUSTIFICATION: Local "cost share" contribution required as part of the EPA Cleanup Grant. The \$500,000 requires a 20% local cost share, or \$100,000. We project that some of the required cost share, approximately \$35,000, can be met through staff time and other expenditures related to the site, but that \$65,000 in direct cash would be needed. Funds would be used for the remediation activities.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$65,000</u>	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: Funds from sale of real estate, and/or Borrowing

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ESTIMATED TIME PERIOD FOR COMPLETION: Two years

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

Capital Projects
(excludes vehicles and equipment)

Department Submitting: TOWN MANAGER

PROJECT DESCRIPTION: Acquisition of 2 acres of land in downtown, located on the west side of the railroad tracks and just north of Castle Street pedestrian tunnel.

PROJECT JUSTIFICATION: The land would be acquired for use as a public parking lot.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$850,000</u>	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: Funds from sale of real estate, and/or Borrowing

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
_____	_____	_____	_____	_____

_____ to be determined based on borrowing costs

ESTIMATED TIME PERIOD FOR COMPLETION: Dependent on negotiations with Owner, abutter, and local permitting process

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

Capital Projects
(excludes vehicles and equipment)

Department Submitting: DPW

PROJECT DESCRIPTION: Construction of a parking lot on land to be acquired off of Castle Street on west side of the railroad tracks. Estimate includes grading, drainage, paving, lighting and landscaping. Preliminary cost estimate attached.

PROJECT JUSTIFICATION: If Town Meeting purchases the land the area must be improved to make it safe and useable as a public parking lot.

PROJECT REQUESTED PREVIOUSLY: YES NO

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$340,000</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

RECOMMENDED SOURCE OF FUNDING: Borrowing

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR COMPLETION: design and bidding: 6 months.
Construction: 1-2 months

Foresight Land Services, Inc.
ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

PRELIMINARY/CONCEPT

Project: **Castle Street Parking**
 Project Number: E2878
 Location: Castle Street
 Town: Great Barrington, MA
 Client: Town of Great Barrington
 Date: 10/16/2020
 Estimated By: SAM

Description: Conceptual 52 Space Asphalt Parking Lot on the west side of Housatonic RR tracks

Concept Only - For Budgeting					
Item #	Item Description	Quantity	Unit	Unit Price	Subtotal
1	Site prep and demo	1	LS	\$10,000.00	\$10,000.00
2	Unclassified Excavation	950	CY	\$25.00	\$23,750.00
3	Gravel Borrow	630	CY	\$30.00	\$18,900.00
4	Process Gravel Borrow	210	CY	\$35.00	\$7,350.00
5	Fine Grading and Compaction	1,900	SY	\$3.00	\$5,700.00
6	Asphalt Paving	550	Tons	\$120.00	\$66,000.00
7	Striping	1,100	LF	\$2.00	\$2,200.00
8	Asphalt curbing	250	LF	\$5.00	\$1,250.00
9	Wheel Stops (concrete)	26	EA	\$250.00	\$6,500.00
10	Proposed Lighting and Lighting Systems	7	EA	\$7,500.00	\$52,500.00
11	Proposed Stormwater Mitigation Systems	1	LS	\$45,000.00	\$45,000.00
12	Proposed Landscaping	1	LS	\$10,000.00	\$10,000.00
13	Loam, Seed, Straw Mulch & Cleanup	1	LS	\$3,000.00	\$3,000.00
14	Safety Controls & Signage for Construction Operations	1	LS	\$1,500.00	\$1,500.00
15	Traffic Police Services	1	ALLOW	\$5,000.00	\$5,000.00

Subtotal:	\$258,650.00
Contingencies (20%):	\$51,730.00
Engineering/Surveying/Planning/Permitting (10%):	<u>\$25,865.00</u>
Total:	\$336,245.00
Round to:	\$340,000.00

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: DPW

PROJECT DESCRIPTION: Streets/transportation projects as per FY22 schedule

PROJECT JUSTIFICATION: General engineering (focused on advancing designs for future grants), street and road construction (focused on downtown side streets and sidewalks).

PROJECT REQUESTED PREVIOUSLY: YES NO

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$720,000</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

RECOMMENDED SOURCE OF FUNDING: Approx. \$420,000 from Chapter 90, and \$300,000 from Town capital or borrowing

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ESTIMATED TIME PERIOD FOR COMPLETION: Individual projects will vary.

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: DPW/Parks

PROJECT DESCRIPTION: Parks seeks to make annual repairs to the various
parks including Grove St Park, Dewey Park, and Memorial
Field.

PROJECT JUSTIFICATION:

The purpose of these projects is to keep the parks in good and safe working
condition.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO x _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE: \$40,000

FY2022	FY2023	FY2024	FY2025	FY2026
<u>X</u>	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: _____

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
--------	--------	--------	--------	--------

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: WasteWater Treatment Plant

PROJECT DESCRIPTION: Replacement of 115 feet of deteriorating orange burg with plastic pipe.

PROJECT JUSTIFICATION: This preventative maintenance measure will ensure that there will be no collapse of a pipe and the potential subsequent sewage blockage as well as a potential sanitary sewer overflow. This will also prevent against potential insurance claims.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO X _____

DEPARTMENT PRIORITY: 1 2 3 4 5 6 7 8 9 10 (please circle one)

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$20,000</u>	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: Sewer user fees

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
<u>\$20,000</u>	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR COMPLETION: FY2022

Joe Wilkinson & Sons Excavating, Inc

1551 Boardman Street

Sheffield, MA 01257

TEL. 413/229-7711

FAX 413/229-2364

Estimate

Date	Estimate #
12/29/2020	2026

Name / Address
TOWN OF GREAT BARRINGTON 334 MAIN ST GT. BARRINGTON, MA. 01230

Ship To
BILL INGRAM bingram@townofgb.org

Project

Description		Price
ESTIMATE TO REPLACE 115' OF ORANGEBOURG PIPE WITH 8" PLASTIC PIPE ON CASTLE HILL AVE.GREAT BARRINGTON.		20,000.00
<p>This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increase or additional labor and materials which may be required should unforeseen problems, such as rock, ledge, water, or adverse weather conditions arise after the work has started. Estimates are valid for 30 days.</p>		Subtotal \$20,000.00
		Sales Tax (6.25%) \$0.00
		Total \$20,000.00

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: DPW-Wastewater Treatment

PROJECT JUSTIFICATION: The Town's USEPA discharge permit requires that a sewerage system management and maintenance (CMOM: Capacity, Management, Operation, and Maintenance) plan be developed and implemented. The scope of the project is as follows: Identify sources of inflow and infiltration (I/I), update collection system GIS mapping, update the asset management database to plan for I/I repairs. This request is to fund the second year of the project.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO _____ X _____

DEPARTMENT PRIORITY: 1

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$185,500	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: Sewer User Fees

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
_____	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR COMPLETION: FY22



Progressive
solutions for
municipal
infrastructure

DPC Engineering, LLC
22 Northfield Road
Longmeadow, MA 01106

Phone: 413-567-6310
Fax: 413-451-1030
www.DPCengineering.com

January 6, 2021

Mr. Sean T. Van Deusen
DPW Superintendent
Town of Great Barrington
334 Main Street
Great Barrington, MA 01230

Re: Engineering Services Proposal
Collection System CMOM & Asset Management Implementation Program (Year 2)

Dear Mr. Van Deusen:

As requested, following is DPC Engineering, LLC's (DPC) engineering services proposal for the "Collection System CMOM & Asset Management Implementation Program (Year 2)" (Project) for the Town of Great Barrington. This represents the second of a multi-year program following the recent State I/I Requirements Report. Below, please find the Project understanding, as well as DPC's proposed scope of services, schedule and fee for the proposed Project.

PROJECT UNDERSTANDING

The Town completed a Phases 1 and 2 Infiltration and Inflow (I/I) Evaluation. The study included limited open-channel flow monitoring, manhole inspections, sonar testing of accessible gravity sewer mains, and smoke testing. The Collection System CMOM & Asset Management Implementation Program is a multi-year program to further evaluate the Great Barrington sanitary sewer collection system, and provide recommendations for I/I removal, operation and maintenance (O&M) needs and structural rehabilitation of gravity sewer mains and sanitary sewer manholes. The Year 1 Project, which is focusing on Sub-Areas 4 and 7, will be completed in FY2021. This proposed Year 2 Project includes additional CCTV inspection, follow-up flow monitoring and related sewer system work in Sub-Areas 1, 2, 3, 5 and 6, to continue to meet the on-going State (MassDEP) and Federal (EPA) requirements for CMOM and Asset Management.

SCOPE OF SERVICES

Following are the proposed tasks associated with the Collection System CMOM & Asset Management Program (Year 2):

Collection System CMOM & Asset Management Program Year 2

1. CCTV Inspection (In-Road): Perform CCTV inspection on approximately 36,750 LF of accessible gravity sewer mains in Sub-Areas 1, 2, 3, 5, and 6. The proposed CCTV work is for sewer mains in the road. CCTV of easements for the entire collection system will be completed as part of a future project. Our scope of services excludes any police detail and/or traffic control costs, which will be paid for directly by the Town, if required. Following the CCTV inspection, review the data and provide recommendations for rehabilitation. We will provide a CCTV report log and video to the Town for each sewer segment that is CCTV inspected, and incorporate the findings and recommendations into the Asset Management Database. The CCTV videos



Task #	Task Description	Sub-Total by Task
1	CCTV Inspection (In-Road)	\$ 97,100.00
2	Flow Monitoring	\$ 66,900.00
3	Updated GIS Sewer Mapping	\$ 3,400.00
4	Updated Asset Management Database	\$ 6,800.00
5	Summary Report	\$ 11,300.00
Total =		\$185,500.00

DPC will invoice the Town of Great Barrington monthly based on the percentage/quantity of work completed for each task. In the event that the scope of work is modified (increased or decreased) for any reason, the lump sum fee to complete the work would be mutually revised by Amendment.

Thank you for this opportunity. We look forward to the opportunity to implement this Project with the Town of Great Barrington. Please contact me at 413-567-6310 (office), 860-418-9676 (cell), or by email at dave.prickett@dpcengineering.com if you have any questions or need additional information.

Sincerely,

DPC ENGINEERING, LLC

A handwritten signature in black ink, reading "David R. Prickett".

David R. Prickett, P.E.
President

Cc: Mr. Bill Ingram, WWTP Superintendent, Town of Great Barrington



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solutions for
municipal
infrastructure*

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Fax: 413-451-1030
www.DPCengineering.com

does not guarantee their services and will not be liable for their errors or omissions.

- 4.2 In the alternative, Engineer may subcontract any portion of the Scope of Services to a subcontractor approved by Client, and the Engineer will add a 20% surcharge on invoices paid directly by the Engineer for laboratories, testing services, subconsultants, or other third-parties, and that surcharge will be reflected on Engineer's monthly invoices submitted to Client.

5. Billing and Payment

- 5.1 Client shall pay Engineer on a lump sum basis as set forth in the attached Scope of Services.
- 5.2 Payment will be due upon receipt of Engineer's invoice. Payments due Engineer and unpaid under the terms of this Agreement shall bear interest from thirty (30) days after the date payment is due at the rate of one and one half (1.5) percent per month (18 percent per annum) until paid in full. In the event that Engineer is compelled to take action to collect past due payments, the Client will reimburse Engineer for all costs and expenses of collection including, without limitation, all court costs and reasonable attorney's fees and costs.
- 5.3 If the Project is suspended or abandoned in whole or part, Engineer shall be compensated for all services performed prior to receipt of written notice from the Client of such suspension or abandonment, together with Reimbursable Expenses and Miscellaneous Direct Expenses then due plus Project closeout costs actually incurred. If the Project is resumed after being suspended for more than three (3) months, Engineer's compensation shall be equitably adjusted between the Client and Engineer.
- 5.4 No deductions shall be made from Engineer's compensation on account or sums withheld from payments to contractors, nor shall payment to Engineer be contingent upon financing arrangements or receipt of payment from any third party.
- 5.5 If the Client fails to make payment when due Engineer for services, Reimbursable Expenses, or Miscellaneous Direct Expenses, Engineer may, upon seven days' written notice to Client, suspend performance of services under this Agreement. Unless payment in full is received by Engineer within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Engineer shall have no liability to Client for delay or damage caused Client or others because of such suspension of services.

- 5.6 If Client objects to all or part of any invoice, Client shall notify Engineer in writing within two weeks of the date of the invoice, and shall pay that portion of the invoice not in dispute within 30 days after the date of receipt of the invoice. Provided that an objection is made in good faith, the parties shall immediately make every effort to settle the disputed portion of the invoice. If the dispute is resolved in favor of Engineer, interest shall accrue on the unpaid portion of the invoice in accordance with Section 5.2 of this Agreement.

6. Ownership and Use of Documents

- 6.1 All documents including drawings and specifications prepared or furnished by Engineer (and Engineer's independent professional associates, subcontractors and consultants) pursuant to this Agreement are instruments of service in respect of the Project and Engineer shall retain an ownership and property interest therein whether or not the Project is completed. Client may take and retain copies for information and reference in connection with the use and occupancy of the Project by Client and others. However, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Engineer or to Engineer's independent professional associates, subcontractors and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Engineer to further compensation rates to be agreed upon by Client and Engineer.
- 6.2 Submission or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of Engineer's rights under this section.

7. Limitation of Liability

- 7.1 The total liability, in the aggregate, of Engineer and Engineer's officers, directors, employees, agents, and independent professional associates and consultants, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Engineer's services, the Project or this Agreement, from any cause or causes whatsoever, including, but not limited to, the negligence, errors, omissions, strict liability, breach of contract, breach of warranty of Engineer or Engineer's officers, directors, employees, agents or independent professional associates or consultants, or any of them, shall not



by the parties. If the mediation process has not resolved the Controversy within thirty days of the submission of the matter to mediation, or such longer period as the parties may agree to, the mediation process shall cease. All mediation documents and discussions pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and state Rules of Evidence. Nothing herein shall limit the rights and remedies that the parties may have under this Agreement or under other legal and equitable proceedings.

13. Termination

13.1 Either party shall have the right to terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to the other party. The Notice of Termination shall specify when and which services will be discontinued and when termination shall be effective, provided that no termination shall be effective less than ten (10) calendar days after receipt of the Notice of Termination. No later than thirty (30) calendar days after termination, Client shall pay Engineer for all Services performed and charges incurred prior to termination, including, without limitation, costs and expenses related to putting Project documents and analyses in order and rescheduling personnel and equipment.

13.2 Either party shall have the right to terminate this Agreement with respect to the Project for cause if the other party commits a material breach of this Agreement and fails to cure such breach within ten (10) days. A Notice of Default, containing specific reasons for termination, shall be sent to the defaulting party, and both parties shall cooperate in good faith to cure the default or defaults stated in the Notice of Default. Termination shall not be effective if the breach has been remedied within ten (10) days after the defaulting party's receipt of the Notice of Default or the later date specified in the Notice of Default, or, if the defaulting party has begun to cure such default within such period and such default cannot reasonably be cured within such period, if such defaulting party diligently prosecutes curing such default to completion (provided that such provision shall not apply to Client's failure to timely pay an invoice). In the event of termination for cause, Engineer shall be paid the same as in the case of termination for convenience and the parties shall have their remedies at law as to any other rights and obligations between them, subject to the other terms and conditions of this Agreement.

14. Construction Contract Responsibilities

14.1 When Engineer's services include the performance of any services during the construction phase of the Project, it is understood that the purpose of any

such services (including any visits to the Project site) will be to enable Engineer to better perform the duties and responsibilities assigned to and undertaken by it as an experienced and qualified design professional, and to provide the Client with a greater degree of confidence that the completed work of Client's construction contractor(s) ("Contractor") will conform generally to the contract documents and has been implemented and preserved by Contractor(s). Engineer shall not, during such visits or as a result of any observations of construction, supervise, direct or have control over Contractor's(s') work nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s) furnishing and performing its (their) work. Engineer does not guarantee the performance of the construction contract by the Contractor(s), and does not assume responsibility for Contractor's(s') failure to furnish and perform its (their) work in accordance with the contract documents.

14.2 If Engineer's contract with the Client so requires, Engineer shall review (or take other appropriate action in respect of) shop drawings, samples and other data which Contractor(s) is (are) required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the contract documents. Such review or other actions shall not extend to means, methods, techniques, sequences or procedures of manufacture (including the design of manufactured products) or construction, or to safety precautions and programs incident thereto. Engineer's review or other actions, as described above, shall not constitute approval of an assembly or product of which an item is a component, nor shall it relieve the Contractor(s) of (a) its (their) obligations regarding review and approval of any such submittals; and (b) its (their) exclusive responsibility for the means, methods, sequences, techniques and procedures of construction, including safety of construction.

15. Health and Safety

15.1 Engineer and its employees shall follow health and safety precautions which meet federal, state and local regulations. If asked to conduct any activities which do not conform to said regulations, or which Engineer determines in its sole discretion to be unsafe or unhealthy, Engineer shall have the option to stop work immediately and inform Client of unacceptable health and safety conditions, and both parties shall enter into good-faith negotiations to remedy the unacceptable conditions. If no remedy can be agreed upon, Engineer and Client



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may differ significantly from those that actually exists. The Client acknowledges these risks.

16.1.7 Engineer will exercise reasonable and professional care in seeking to locate subterranean structures in the vicinity of proposed subsurface explorations at the Project site. Engineer will contact public utilities and review plans and information, if any, provided by public utilities, public agencies and Client. So long as Engineer observes such standard of care, Engineer will not be responsible for any unavoidable damage, injury of interference with any subterranean structures, pipe, tank, cable or any other element or condition if not called to Engineer's attention prior to commencement of services or which is not shown, or accurately located, on plans furnished to Engineer by Client or by any other party, or which could not have been reasonably identified by Engineer.

17. Samples

17.1 Non-Hazardous Samples. Engineer will dispose of all soil, rock, water, and other samples thirty (30) days after submission of Engineer's initial report. Client may request, in writing, that any such samples be retained beyond such date, and in such case Engineer will ship such samples to the location designated by Client, at Client's expense. Engineer may, upon written request, arrange for storage of samples at Engineer's offices at mutually agreed storage charges. Engineer will not give Client prior notice of intention to dispose of samples.

17.2 Hazardous Samples. Although the Client shall have the obligation to dispose of any "hazardous" samples, if samples collected from the Project site contain substances defined as "hazardous" by federal, state, or local statutes, regulations, codes, or ordinances, Engineer shall, at its option, have the right to: (1) dispose of samples by contract with a qualified waste disposal contractor; (2) in accordance with Client's written directions, ship such samples by an appropriately licensed transporter to a licensed disposal site; or (3) return such samples by an appropriately licensed transporter, to Client. Client shall pay all costs and expenses associated with the collection, storage, transportation, and disposal of samples. If Client requests in writing, that any such sample be retained for a period in excess of thirty (30) days, Engineer will store such samples at Client's expense and Client will pay an additional fee as charged by Engineer in accordance with its standard laboratory schedule for storage of samples of a "hazardous substance."

18. Miscellaneous

18.1 This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

18.2 The prevailing party in any lawsuit, appeal, bankruptcy or other legal proceeding relating to this Agreement or its appendices shall be entitled to recover from the non-prevailing party all reasonable attorneys' fees, costs and expenses incurred by the prevailing party, and in all efforts to collect any recovery by the prevailing party. Any action to enforce or interpret this Agreement shall be commenced or maintained only in the judicial or administrative tribunal in the jurisdiction of the Commonwealth of Massachusetts, and each party waives any venue, convenient forum, removal, jurisdiction, or other rights to the contrary.

18.3 Section headings in this Agreement are included herein for convenience of reference only, and shall not constitute a part of the Agreement or for any other purpose.

18.4 The Client and Engineer respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such party with respect to all covenants of this Agreement. Neither the Client nor Engineer shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

18.5 This Agreement represents the entire and integrated Agreement between the Client and Engineer, and supersedes all prior negotiations, representations or agreements, either written or oral, and may be amended only by written instruments signed by both Client and Engineer.

18.6 If any provision of this Agreement is held invalid or unenforceable by any court of final jurisdiction, it is the intent of the parties that all other provisions of this Agreement be construed to remain fully valid, enforceable and binding on the parties.

18.7 Any estimates or opinions of Project or construction costs are provided by Engineer on the basis of Engineer's experience and qualifications as an engineer and represents its best judgment as an experienced and qualified engineer familiar with the construction industry. Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others or over competitive bidding or market conditions, it cannot guarantee that proposals, bids or actual Project costs or construction costs will not vary from any estimates or opinions of costs prepared by Engineer. Similarly, since Engineer has no control over building operation and/or maintenance costs,



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IN WITNESS WHEREOF, the parties have executed
this Agreement on the date set forth below:

ENGINEER:

DPC ENGINEERING, LLC

By: David R. Prickett

Printed: David R. Prickett, P.E.

Title: President

Thereunto duly authorized

Date: January 6, 2021

CLIENT:

TOWN OF GREAT BARRINGTON

By: _____

Printed: _____

Title: _____

Thereunto duly authorized

Date: _____

**Town of Great Barrington
Capital Request Form
FY 2022 through FY2026**

****Capital Projects****
(excludes vehicles and equipment)

Department Submitting: DPW-Wastewater Treatment

PROJECT DESCRIPTION: Inflow/Infiltration mitigation project.

PROJECT JUSTIFICATION: This project will focus on the rehabilitation of a number of deteriorated sewer manholes previously identified during the Inflow/Infiltration, CMOM and Asset Management study. The rehabilitation of the sewer manholes will reduce the amount inflow into the collection system, relieving the wastewater treatment plant of the expense and challenges of treating the extra water.

PROJECT REQUESTED PREVIOUSLY: YES _____ NO _____ X _____

DEPARTMENT PRIORITY: 1

FISCAL YEAR AND COST ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
\$200,000	_____	_____	_____	_____

RECOMMENDED SOURCE OF FUNDING: Sewer User Fees/Borrowing

FUTURE OPERATING BUDGET IMPACT ESTIMATE:

FY2022	FY2023	FY2024	FY2025	FY2026
_____	_____	_____	_____	_____

ESTIMATED TIME PERIOD FOR COMPLETION: FY22



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January 7, 2021

Mr. Sean Van Deusen
Director of Public Works
Town of Great Barrington
100 Bentley Road
Great Barrington, MA 01230

Re: Engineering Services Proposal
FY2022 I&I Mitigation Project

Dear Mr. Van Deusen:

As requested, following is DPC Engineering, LLC's (DPC) engineering services proposal for the FY2022 I&I Mitigation Project (Project). Below, please find the Project background, as well as DPC's proposed scope of services, schedule, and budget for the Project.

PROJECT BACKGROUND

The Town continually assesses its existing wastewater infrastructure on an annual basis. As part of this program, the Town identified several sewer manholes that are in need of rehabilitation. Our preliminary opinion of probable project cost, including engineering and contingency, is approximately \$200,000.

SCOPE OF SERVICES

Following is DPC's scope of services to implement the FY2022 I&I Mitigation Project with the Town of Great Barrington:

Trenchless Sewer Repairs

1. Design: Coordinate anticipated right-of-entry access needs for proposed work with the Town, so the Town can negotiate access with the residents and property owners for the proposed construction activities. Utilize existing Record Plans and GIS mapping to prepare plans for the proposed work. Prepare a short-form bid form and supporting specifications for the proposed trenchless sewer (pips and manholes) repairs. We will include bid items for a base bid and alternates, in the event that the total bid exceeds the Town's budget.
2. Bidding: Administer the bidding phase, including best efforts to obtain at least three quotes from prospective Contractors on behalf of the Town, responding to questions from potential bidders, collecting bids via email, preparing a summary of quotes, recommending Award to the Town, and obtaining a Purchase Order from the Town for the successful bidder.
3. Construction Administration: Construction administration includes coordination with the Town and Contractor, including shop drawings, requests for information, two pay



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STANDARD TERMS & CONDITIONS

The following Standard Terms and Conditions, together with the attached Scope of Services dated January 7, 2021 ("Scope of Services"), constitute the terms of this agreement ("Agreement") between DPC Engineering, LLC ("Engineer"), with an address of 22 Northfield Road, Longmeadow, MA 01106 and Town of Great Barrington ("Client"), with an address of 334 Main Street, Great Barrington, MA 01230 with respect to the performance of the Scope of Services (the "Project") and any additional services.

WHEREAS, it is the desire of the Client to contract the services described in the Scope of Services; and Engineer desires to perform the services described in the Scope of Services.

NOW THEREFORE, the parties hereto agree as follows:

1. Scope of Services

Engineer, as representative of the Client, shall perform the services described in the attached Scope of Services.

1.1 Assumptions. The Engineer's Scope of Services and the compensation are conditioned upon, and are subject to, the assumptions set forth in the Scope of Services.

1.2 Change in Scope of Services. Client may, at any time, by written order, request changes to the Scope of Services or work to be performed. If the Scope of Services is changed in a manner that will increase or decrease Engineer's costs or the time required to perform the services under this Agreement, there will be an equitable adjustment to this Agreement that must be signed by both parties.

2. Engineer's Responsibilities

Engineer shall be responsible for the following:

2.1 Engineer will perform all work in accordance with the attached Scope of Services.

2.2 Engineer will perform all work in a professional manner that is consistent with other professionals performing similar work in the geographic area at the time services are rendered.

2.3 Engineer shall comply with all laws and regulations applicable to Engineer's performance of the Scope of Services.

2.4 Engineer shall assign a project manager to act as Engineer's representative with respect to services to be rendered under this Agreement.

2.5 Engineer shall have all licenses and permits required by the Scope of Services.

3. Client's Responsibilities

Client shall do the following in a timely manner so as not to delay the services of Engineer:

3.1 Designate in writing a person to act as Client's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Client's policies and decisions with respect to Engineer's services described in the Scope of Services. Such person shall have complete authority to bind Client financially with respect to the payment of services to be rendered under this Agreement.

3.2 Provide all criteria and full information as to Client's requirements for the Project, including design objectives and constraints, performance requirements, and any budgetary limitations; and furnish copies of all design and construction standards which Client will require to be included in any drawings and specifications.

3.3 Provide Engineer with all available information pertinent to the Project including previous reports and any other documents and data relative to design or construction of the Project, all of which Engineer shall be entitled to use and rely upon with respect to the accuracy and completeness thereof, in performing the services under this Agreement.

3.4 Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by Engineer; and provide written comments within a reasonable time so as not to delay the services of Engineer.

3.5 Give prompt written notice to Engineer whenever Client observes or otherwise becomes aware of any development that may affect the Scope of Services or timing of Engineer's services.

3.6 Ensure Engineer, its agents and representatives have safe access to the Project site, buildings thereon, and other locations as required to perform the Scope of Services.

4. Subcontracts

4.1 If requested by Client, the Engineer will recommend the Client's engaging the services of laboratories, testing services, subconsultants, or third parties to perform suitable aspects of the Services. Invoices for such third-parties will be reviewed by the Engineer, and the Engineer will make recommendations to the Client regarding payment. Payment to these third-parties will be made directly by the Client. The Engineer will recommend the use of such third parties with reasonable care, but



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exceed the total covered amount available under Engineer's insurance policies.

- 7.2 Neither party shall be responsible or held liable to the other for special, indirect, or consequential damages, including, but not limited to, loss of profit, loss of investment, loss of product, business interruption, or liability for loss of use of facilities or Client's existing property, however the same may be caused.

8. Insurance

- 8.1 Engineer is protected by Worker's Compensation Insurance, Employer's Professional Liability Insurance, and by General Liability Insurance each (with the exception of Workers' Compensation) with a minimum limit of \$1,000,000 per occurrence and in the aggregate. Engineer will furnish client a certificate of insurance, upon written request, evidencing such coverage and limits. The Client and Engineer waive all rights of subrogation against: 1) each other and their subconsultants, subcontractors, agents and employees, each of the other, and 2) the Client's contractor (if any) and its subcontractors, for damages caused by fire or other perils to the extent covered by property insurance maintained by the Client or its contractor. The Client shall require a similar waiver from any contractor.

9. Indemnification Hold Harmless

- 9.1 Engineer agrees to indemnify and hold Client, its directors, shareholders, employees, and assigns harmless from and against all claims, damages, causes of actions, and fines to the extent such claims, damages, causes of action and fines are based on or arise out of Engineer's negligent acts or negligent omissions.
- 9.2 Client agrees to indemnify and hold Engineer, its directors, shareholders, employees, and assigns harmless from and against all claims, damages, causes of actions, and fines to the extent such claims, damages, causes of action and fines are based on or arise out of Client's negligent acts or negligent omissions.

10. Delays/Force Majeure

- 10.1 Except as specifically set forth in this Agreement, neither party shall hold the other responsible or liable for damages or delays in performance caused by acts of God, interruptions in the availability of labor, or other events beyond the control of the other party, or that could not have been reasonably foreseen or prevented. For this purpose, such acts or events shall include unusually severe weather affecting performance of services, floods, epidemics, war, riots, strikes, lockouts, or other industrial disturbances, protest demonstrations, unanticipated Project site conditions, and inability, with reasonable diligence, to supply personnel,

equipment, or material to the Project. Should such acts or events occur, both parties shall use their best efforts to overcome the difficulties arising and to resume as soon as reasonably possible the normal pursuit of the Scope of Services. Delays within the scope of this provision which cumulatively exceed thirty (30) days in any six (6) month period shall, at the option of either party, make this Agreement subject to termination or to renegotiation.

11. Notice

- 11.1 All notices authorized or required between the parties, or required by any of the provisions herein, shall be given in writing and shall be sent by certified mail, return receipt requested, and deposited with an accepted postal service, postage prepaid, and addressed to the intended party at the address set forth in the first paragraph of these Terms and Conditions. Notices sent in this manner shall be deemed given seven business days after mailed. Notices may also be given by personal delivery, sent via a regionally recognized overnight carrier (i.e. FedEx, UPS), or sent by facsimile, and shall be deemed given when delivered (if by personal delivery or overnight courier) or when faxed.

12. Dispute Resolution

- 12.1 Step Negotiations. The parties shall attempt in good faith to resolve all disputes ("Controversy") promptly by negotiation, as follows. Any party may give the other party written notice of any Controversy not resolved in the normal course of business. Managers of both parties at levels at least one level above the project personnel involved in the Controversy shall meet at a mutually acceptable time and place within five days after delivery of such notice, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the Controversy. If the matter has not been resolved within thirty days from the referral of the Controversy to the managers, or if no meeting has taken place within ten days after such referral, either party may initiate mediation as provided hereinafter. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations purposes of the Federal Rules of Evidence and state Rules of Evidence.

- 12.2 Mediation. In the event that any Controversy arising out of or relating to this Agreement is not resolved in accordance with the procedures provided herein, such Controversy shall be submitted to mediation with a mutually agreed upon mediator. The mediation shall be filed at the regional office of the agreed upon mediator closest to the Project site. The mediation shall take place at an Engineer's office unless otherwise agreed to



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may terminate this Agreement with respect to Scope of Services in accordance with the terms stated herein.

15.2 Engineer will not implement or be responsible for health or safety procedures other than for its own employees. Engineer shall not share any responsibility for the acts or omissions of other parties on the Project or have control or charge of, or be responsible for safety precautions and programs of Client or other contractors. Unless otherwise agreed in the Scope of Services, Engineer's observation and testing of portions of the work of other parties on a project site shall not relieve such other parties from their responsibilities for performing their work in accordance with applicable plans, specifications and health and safety requirements. Client agrees to notify such contractors or other parties accordingly.

16. Pre-Existing Conditions and Subsurface Risks

16.1 Where the Scope of Services includes or requires on-site work, visits, investigations, or explorations, Engineer and Client agree to the following:

16.1.1 Hazardous Substances. Client acknowledges that Engineer has neither created nor contributed to the creation of any hazardous waste, hazardous substance, radioactive material, toxic pollutant, asbestos, or otherwise dangerous substance (collectively referred to as "hazardous substance"), or dangerous condition at the Project site. Consequently, Client agrees to defend, indemnify and hold Engineer harmless from and against any and all claims, damages, losses, fines, suits or causes of action (collectively referred to as "claims") relating to personal injury; property damage; non-compliance or liability arising under environmental laws including, but not limited to, RCRA, CERCLA or similar federal or state laws, to the extent the claims are based on or arise from the existence or release of any hazardous substances. The term "property" as used herein means all real and personal property, including, without limitation, tangible and intangible rights and interests, economic or other losses, or other rights with respect thereto.

16.1.2 Client's Duty to Notify Engineer of Hazards. Client shall provide Engineer with all information known to Client with respect to the existence or suspected existence of any hazardous substances at, on, or in close proximity to the Project site. Client will advise Engineer immediately of any information which comes into Client's possession regarding the existence of any such potentially hazardous substances, or any condition known to Client to exist in, on, under or in the vicinity of the Project site which might present a potential danger to human health or the environment.

16.1.3 Engineer shall take reasonable precautions for the health and safety of its employees while at the Project site with consideration for the available information regarding existing hazards.

16.1.4 Control of Project Site. Client acknowledges that it is now and shall remain in control of the Project site at all times. Engineer shall have no responsibility or liability for any aspect or condition of the Project site, now existing or hereafter arising or discovered. Engineer does not, by entry into an agreement with Client or its performance of services under any such agreements, assume any responsibility or liability with respect to the Project site; nor shall any liability or responsibilities be implied or inferred by reason of Engineer's performance of any work at the Project site.

16.1.5 Right of Entry. Unless otherwise agreed, Client will furnish right-of-entry on the land for Engineer to make the planned borings, explorations, or field tests. Engineer will take reasonable precautions to minimize damage to the land from use of equipment, but has not included in its fee the costs for restoration of damage that may result from Engineer's operations, or the operations of any person or entity engaged by Engineer in the performance of services under this agreement. If Engineer is required to restore the land to its former condition, such work will be accomplished and the costs, plus fifteen percent (15%), will be added to Engineer's fee.

16.1.6 Subsurface Risks. Client recognizes that special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program, implemented with appropriate equipment and experience by personnel under the direction of a trained professional who functions in accordance with a professional standard of practice may fail to detect certain hidden conditions. For similar reasons, actual environmental, geological, and geotechnical conditions that the Engineer properly inferred to exist between sampling points



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Engineer cannot and does not guarantee that the actual building system operating or maintenance costs will not vary from any estimates given by Engineer. No fixed limit of construction costs is established as a part of this Agreement.

(Signatures on next page)

Capital Improvements Plan

	Proposed FY2022	Forecast			FY2026		5-year Total FY22-FY26
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
General Fund							
Buildings & Grounds	\$ 65,000	\$ 830,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 1,770,000
Equipment	\$ 91,780	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 131,780
Parks	\$ 40,000	\$ 170,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 345,000
Streets & Transportation	\$ 1,910,000	\$ 9,685,000	\$ 9,520,000	\$ 4,150,000	\$ 4,500,000	\$ 4,500,000	\$ 29,765,000
Technology	\$ 32,100	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 107,100
Vehicles /Motorpool	\$ 445,550	\$ 275,000	\$ 1,713,300	\$ 451,400	\$ -	\$ -	\$ 2,885,250
Total General Fund	\$ 2,584,430	\$ 10,650,000	\$ 12,118,300	\$ 4,876,400	\$ 4,775,000	\$ 4,775,000	\$ 35,004,130
Enterprise Fund							
Wastewater	\$ 405,500	<i>future years to be determined, depending on permit requirements</i>					

Funding Sources							
General Fund							
Chapter 90	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 2,100,000
State or Federal Grants	\$ 13,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,680
CPA	\$ -	\$ 50,000	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ 600,000
Other Available Funds	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
Borrowing	\$ 1,825,750	\$ 10,180,000	\$ 11,448,300	\$ 4,156,400	\$ 4,355,000	\$ 4,355,000	\$ 31,965,450
Total General Fund	\$ 2,584,430	\$ 10,650,000	\$ 12,118,300	\$ 4,876,400	\$ 4,775,000	\$ 4,775,000	\$ 35,004,130
Enterprise Fund							
Wastewater	\$ 405,500	<i>future years to be determined, depending on permit requirements</i>					

Capital Infrastructure Needs - Transportation, Streets, Roads, Bridges

PROJECT NAME / AREA	LOCATION	SCOPE	FY2022	FY2023	FY2024	FY2025	FY2026	Total FY22-FY26
PUBLIC WORKS ENGINEERING								
Engineering	Including, not limited to Rte 7 South Main TIP, Rte 183 and Rte 41 pre-TIP	Engineering	\$ 300,000	\$ 300,000	\$ 300,000	\$ 150,000	\$ -	\$ 1,050,000
SPECIAL PROJECTS								
Old Route 7 Greenway	Stockbridge Rd - brewery - CHP	Construction						
Lake Mansfield Comp Plan	Lake Mansfield Rd	Eng. + permitting for final design						
Lake Mansfield Comp Plan	Lake Mansfield Rd	Constr. implement final design		\$ 1,000,000	possible grants for constr.			
Lake Mansfield Comp Plan	Lake Mansfield beach parking	Beach parking area		\$ 550,000	possible grants for constr.			
Lake Mansfield Comp Plan	Lake Mansfield Rd stream outlet	Outlet control structure		\$ 190,000	possible grants for constr.			
Subtotal			\$ -	\$ 1,740,000	\$ -			\$ 1,740,000
COMPLETE STREETS								
Main St	Taconic to Maple Ave	Sidewalks, both sides		\$ 150,000				
Main St	Maple Ave to Silver St	Sidewalks, both sides		\$ 160,000				
Main St	Cottage St north to underpass	Sidewalk		\$ 70,000				
Sidewalks	Includes Lewis, West, Silver	Sidewalk replacement		\$ 300,000				
Bike Path, Housy to GB	Housatonic River	Engineering		\$ 75,000	\$ 75,000	\$ 2,000,000	\$ 1,000,000	
Bike Path, Housy to GB	Housatonic River	Construction segment 1						
Subtotal			\$ -	\$ 755,000	\$ 75,000	\$ 2,000,000	\$ 1,000,000	\$ 3,830,000
BRIDGES								
Bridges	Bridge engineering		\$ -	\$ 100,000	\$ 100,000	\$ 50,000	\$ -	
Bridges	Division St Williams River							
Bridges	Division St Housatonic River							
Bridges	Division St Alford Brook							
Bridges	Cottage St Housatonic River							
Bridges	Bridge St Housatonic River							
Bridges	Brookside Rd Housatonic River		\$ 3,000,000	\$ -				
Bridges	Pumpkin Hollow Green River							
Bridges	Seekonk Cross Rd Green River							
Bridges	Hurlburt Rd Green River							
Bridges	Seekonk Rd Seekonk Brook							
Subtotal			\$ -	\$ 3,100,000	\$ 100,000	\$ 50,000	\$ -	\$ 3,250,000
STREETS AND ROADS								
Downtown side streets e.g. Rossetter, Elm Ct., and Rte 7 / Main St			\$ 420,000					
Belcher Sq side streets	Locust St.	Paving						
Belcher Sq side streets	Laurel St.	Paving						
Belcher Sq side streets	Giddings St.	Paving						
Belcher Sq side streets	Ramsey Ave.	Paving						
Belcher Sq side streets	Meadow Lane GB	Paving						
Belcher Sq side streets	Commonwealth Ave	Paving						
Belcher Sq side streets	Cooper Rd.	Paving						
Belcher Sq side streets	Fairview Terr.	Paving incl Comp.Strts.						
Belcher Sq side streets	Magnolia St.	Paving						
Belcher Sq side streets	Maplewood	Paving						
Belcher Sq side streets	Stillwell Av.	Paving						
Belcher Sq side streets	Benton Ave	Paving						

Capital Infrastructure Needs - Transportation, Streets, Roads, Bridges

PROJECT NAME / AREA	LOCATION	SCOPE	FY2022	FY2023	FY2024	FY2025	FY2026	Total FY22-FY26
Hill side streets	Brainard Ave	Paving						
North Plain	North Plain Rd (GB to Div St)	Paving		\$ 750,000				
East side GB	Gilmore Ave	Sidewalks, paving, drainage		\$ 125,000				
Park St 183	Park Street Route 183	TIP project			\$ 1,500,000	\$ 1,500,000	\$ 2,000,000	
North Plain	North Plain Rd (Div St - town line)	TIP project						
North Plain side roads	Abbey Hill Rd	Paving		\$ 300,000				
North Plain side roads	Hemlock Hill Rd	Paving						
North Plain side roads	Squaw Peak Rd	Paving						
North Plain side roads	Pearl St	Paving						
North Plain side roads	George St	Paving						
North Plain side roads	Welcome St	Paving						
Egremont Plain & Seekonk	Round Hill Rd	Paving						
Egremont Plain & Seekonk	Egremont Plain Rd Rte 71	Paving		\$ 800,000				
Egremont Plain & Seekonk	West Sheffield Rd	Paving						
Egremont Plain & Seekonk	Seekonk Cross Rd	Paving						
Main Street - south	Main St from St. James to N. Grid	TIP project			\$ 6,000,000			
Downtown side streets	Rosseter St	Paving		\$ 250,000				
Downtown side streets	High St (GB)	Paving						
Downtown side streets	Gas House Lane	Paving						
Downtown side streets	Elm Court	Paving		\$ 75,000				
Housatonic Vill. west hill	Kirk St	Paving			\$ 120,000			
Housatonic Vill. west hill	Hart St	Paving						
Housatonic Vill. west hill	Fairview Rd	Paving						
Housatonic Vill. west hill	Prospect St North	Paving						
Housatonic Vill. west hill	North St. North	Paving						
Fairview Terr./Comm. area	Crissey Rd.	Paving						
Fairview Terr./Comm. area	Roger Rd	Paving						
Fairview Terr./Comm. area	Blue Hill Rd west	Paving						
Fairview Terr./Comm. area	Brook Lane	Paving			\$ 350,000			
Downtown side streets	Dresser Ave	Paving						
Downtown side streets	Pleasant St	Paving						
Downtown side streets	Pleasant Court	Paving						
Downtown side streets	Francis Ave	Paving						
Downtown side streets	River St	Paving						
Downtown side streets	Castle St including parking lot	Paving, mesh w/ Town Hall						
Subtotal			\$ 420,000	\$ 2,300,000	\$ 7,970,000	\$ 1,500,000	\$ 2,000,000	\$ 14,190,000
ULVERTS & STRUCTURES								
ulverts/structures	North Plain Rd, Lake Mansfield stream			\$ 350,000				
ulverts/structures	East Sheffield Road			\$	\$ 350,000			
ulverts/structures	Lake Buel Road				\$	\$ 350,000		
ulverts/structures	Christian Hill Road							
ulverts/structures	West Sheffield Road							
ulverts/structures	Castle Street Pedestrian Tunnel under Railroad							
Subtotal		engineering	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ 1,050,000
RACKSEAL								

Capital Infrastructure Needs - Transportation, Streets, Roads, Bridges

PROJECT NAME / AREA	LOCATION	SCOPE	FY2022	FY2023	FY2024	FY2025	FY2026	Total FY22-FY26
Crackseal	Crackseal maintenance program		\$	100,000 \$	100,000 \$	100,000 \$		\$ 300,000
GUARDRAILS								
Guardrails	Various		\$	100,000	\$	-	\$	-
<i>Subtotal</i>			\$	- \$	100,000 \$	- \$	- \$	\$ 100,000
PARKING LOTS								
Parking lots	Parking lot engineering							
Parking lots	New lot west of RR tracks downtown		\$	1,190,000				
Parking lots	Taconic parking lot	include EV stations						
Parking lots	Upper Railroad St lot							
Parking lots	Castle St lot							
Parking lots	Town Hall	include EV stations						
Parking lots	Senior Center	including lighting						
Parking lots	Courthouse		\$	250,000				
Parking lots	Housatonic School campus		\$	250,000				
<i>Subtotal</i>			\$	1,190,000 \$	- \$	- \$	- \$	\$ 1,690,000
STORMWATER / DRAINAGE								
Comp Stormwater Plan	Taconic Ave (to Castle St)	350' of 48" + 4 struct.						
Comp Stormwater Plan	Taconic Ave (Castle to Brainard)	750' of 36" + 8 struct.	\$	440,000	\$			
Comp Stormwater Plan	Castle St (to Lake Ave)	1750' of 36" + 14 struct.			625,000			
Comp Stormwater Plan	Castle St (to Lake Ave)	600' of 24" + 2 struct.						
Comp Stormwater Plan	Castle St (Lake to Alford Rd)	500' of 18" + 6 struct.						
Comp Stormwater Plan	Benton Ave	300' of 15" + 2 struct.					\$ 1,500,000	
Comp Stormwater Plan	Front St Housatonic south outfall	950' pipe up to 48" jacking under RR + 10 struct.						
<i>Subtotal</i>			\$	- \$	440,000 \$	625,000	\$ 1,500,000	\$ 2,565,000
TOTAL TRANSPORTATION CAPITAL PLAN			\$	1,910,000 \$	9,685,000 \$	9,520,000 \$	4,150,000 \$	\$ 29,765,000
TRANSPORTATION SOURCES								
Chapter 90 allocation			\$	420,000	\$	420,000	\$ 420,000	
Bonding								
PA funding								
Grant funding			\$	50,000	\$	100,000		
Taxes or other			\$	8,000,000				
<i>Subtotal</i>			\$	640,000				
TOTAL SOURCES			\$	1,060,000 \$	8,470,000 \$	520,000 \$	420,000 \$	\$ 420,000

Capital Infrastructure Needs - Buildings and Grounds

Building	Project	FY2022	FY2023	FY2024	FY2025	FY2026	Total FY22-26
Dewey/Courthouse		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DPW: Cemetery Building		\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
DPW: Highway Garage		\$ -	\$ -	\$ 50,000			\$ 50,000
Fire Station: Gt Barrington		\$ -	\$ -	\$ 100,000		\$ -	\$ 100,000
Housatonic Community Ctr		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housatonic School		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mason Library	Exterior steps repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Front entry portico repair	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
	Security system & cameras	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Ried Cleaners	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Police Station	Boiler and furnace, windows and insulation	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Ramsdell Library	Building Improvements - general	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Center		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Hall	Campus / town green redesign	\$ -	\$ 80,000	\$ 255,000			\$ 335,000
	Historic monuments restoration/preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Boiler	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
	Window upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Masonry repairs	\$ -	\$ 90,000	\$ 125,000	\$ -	\$ -	\$ 215,000
Placeholder - general improvements as needed		\$ -	\$ -	\$ 250,000	\$ 220,000	\$ 220,000	\$ 690,000
Total \$		65,000	435,000	830,000	220,000	220,000	1,770,000

Capital Infrastructure Needs - Parks and Open Space

Park	Project	FY2022	FY2023	FY2024	FY2025	FY2026	Total FY22-26
Bubriskie Park (Housatonic)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Castronova Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gilmore Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Giggle Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lake Mansfield Beach		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Memorial Field							
Backstop, dugouts, fences		\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Newsboy Park							
Old Maid's		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Olympian Meadow		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Street Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parrish Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
South Street Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stanley Park		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Weir Park (Belcher Sq.)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Various Parks & Playgrounds							
swings, equipment, benches etc		\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 220,000
Total		\$ 40,000	\$ 170,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 345,000

Capital Infrastructure Needs - Technology

Building	Project	FY2022	FY2023	FY2024	FY2025	FY2026	FY22-26
Town Hall		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Fire Station		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station	(7) Laptop/Tablets for Cruisers	\$ 32,100	\$ -	\$ -	\$ -	\$ -	\$ 32,100
Libraries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Center		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 32,100	\$ 75,000	\$ -	\$ -	\$ -	\$ 107,100

Capital Infrastructure Needs - Equipment

Department	Project	FY2022	FY2023	FY2024	FY2025	FY2026	FY22-FY26
Police	New Radios (3)	\$ 25,100	\$ -	\$ -	\$ -	\$ -	\$ 25,100
	Speed Trailer	\$ 13,680	\$ -	\$ -	\$ -	\$ -	\$ 13,680
	Total Police	\$ 38,780	\$ -	\$ -	\$ -	\$ -	\$ 38,780
Fire		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Fire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DPW	Ticket Kiosk at Transfer Station	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 53,000
	Total DPW	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 53,000
General		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
	Totals	\$ 91,780	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 131,780

Capital Infrastructure Needs - Vehicles

Dept	Veh. Des. No.	Vehicle Model Year	Equipment (GVW in lbs.)	Estimated Service Life (Years)	Year to Replace	Estimated Replacement Cost					
						FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Highway	H-1	2016	Dump Truck Freightliner (41,000)	10	2026						
	H-2	2017	Dump Truck Freightliner (41,000)	10	2027						
	H-3	2017	Dump Truck Freightliner (43,000)	10	2027						
	H-4	2015	Dump Truck F-550 (17,500)	8	2023		\$ 110,000				
	H-5	2012	Dump Truck F-550 (17,500)	8	2020						
	H-6	2011	Dump Truck 4600 (43,000)	10	2021						
	H-7	2012	Dump Truck F-550 (17,500)	8	2020						
	H-8	2016	Pickup Truck F-350 (10,000)	8	2024			\$ 55,000			
	H-9	2012	Dump Truck F-450 (16,000)	8	2020						
	H-10	2005	Dump Truck DT466 (41,000)	10	2025				\$ 100,000		
	M-1	2015	Service Truck F-350 (10,000)	10	2025						
	M-2	2006	Service Truck F-350 (10,000)	10	2023						
	L1	2014	Sidewalk Plow/Sander Loader	11	2024	\$ 124,300		\$ -			
	H	2008	Combination Loader/Backhoe	10	2024			\$ 180,000			
	H	2008	Roadside Mower	15	2023	\$ 145,450	\$ -				
		2011	Roller-1 ton purchased used 2011 4-ton Hot Box	15	2023						
		2017	Bobcat (Skid Steer) Loader Wood Chipper	10	2021						
		Truck Lift in Highway Garage			\$ 79,500						
		Highway Subtotal:			\$ 349,250	\$ 110,000	\$ 235,000	\$ 100,000	\$ -	\$ -	
Cemetery, Parks, & Grounds	C-1	2017	Dump Truck F-550 (19,500)	8							
	C-2	2015	Pickup Truck F-450 (16,000)	8				\$ 100,000			
		2005	Backhoe (Kabota)	15							
		2016	Zero Turn Mower No. 1	8			\$ 16,500				
		2015	Zero Turn Mower No. 2	8		\$ 16,500					
		2013	Zero Turn Mower No. 3	8							
		2011	Zero Turn Mower No. 4	8							
		2018	Stand on leaf blower								
		Cemetery Subtotal:			\$ -	\$ 16,500	\$ 16,500	\$ 100,000	\$ -	\$ -	
Police	P	2018	Cruiser #3831	2	2021		\$ 74,250		\$ 88,200		
	P	2015	Cruiser Car #10	6	2023		\$ 74,250				
	P	2020	Cruiser #3828	2	2022	\$ 48,150					
	P	2020	Cruiser #3830	2	2022	\$ 48,150		\$ 80,900			
	P	2018	Cruiser #535	6	2024		\$ 80,900				
	P	2019	Cruiser Car #1	6	2025			\$ 88,200			
	P	2015	Cruiser Car #K-9 Unit	5	2021						
	P		Admin Car								
		Police Subtotal:			\$ 96,300	\$ 148,500	\$ 161,800	\$ 176,400	\$ -	\$ -	
Fire	F	2014	Fire Ladder No. 1	24	2038						
	F	2000	Fire Engine No. 2	24	2024		\$ 650,000				
	F	2010	Fire Engine No. 3	24	2034						
	F	2017	Fire Engine No. 4	24	2041						
	F	2000	Fire Engine No. 5	24	2024		\$ 650,000				
	F	1984	Fire Engine No. 6	24	2008						
	F	2010	Fire Engine No. 7	24	2034						
	F	2017	Truck No. 8	24	2041						
	F	2003	Brush Truck	24	no replcmnt scheduled						
	F	2015	Car 1 (Chief's Vehicle)	10	2025			\$ 75,000			
	F	2004	Car 8 (EMS/Service Vehicle)	10	2021						
			Fire Subtotal:			\$ -	\$ -	\$ 1,300,000	\$ 75,000	\$ -	\$ -
Total:						\$ 445,550	\$ 275,000	\$ 1,713,300	\$ 451,400	\$ -	\$ -

Capital Infrastructure Needs - Enterprise Fund (Wastewater)

Vehicles							
Dept.	Veh. Des. No.	Vehicle Model Year	Equipment (GVW in lbs.)	Estimated Service Life (Years)	Year to Replace	Proposed Replacement	Cost Estimate
Wastewater							
Total Vehicles \$							
Projects	Scope	Notes	FY22		FY23	Future years	
Sewer Line Replacement			\$	20,000			
Sewer System Management/Maintenance Replacement			\$	185,500			
Sewer Manhole Rehabilitation			\$	200,000			
		Total	\$	405,500			
TOTAL			\$ 405,500				

FY2022 Special Articles - Financial

	Article	Purpose	Funding Source	Proposed Amount
1	Community Impact Funding	Utilize the community impact money the town received from the sale of retail marijuana in FY20 to fund various community programs/needs in accordance with CCC guidelines.	Free Cash	\$ 350,000
2	Emergency Medical Services	Request for an annual subsidy from each of the towns that Southern Berkshire Ambulance serves, based on a three-year average call volume in each community.	Tax Levy	\$ 40,000
3	School Consolidation Feasibility Study	Request from the Regional School District Planning Board (comprised of the eight BHRSD/SBRSD towns), to fund Great Barrington's share of the total cost to conduct a feasibility study pertaining to consolidation of the two districts.	Tax Levy	\$ 15,000
4	Police Cruiser	Cruisers have been traditionally funded through the capital budget. However, because their lifespan is short, rather than borrowing funds and paying debt until well after the vehicle is out of service, we recommend building the cost into the annual operating budget. Voting it by special article is the recommended method to ensure the funds are spent only for this item.	Tax Levy	\$ 48,150
5	BHRSD Vocational Tuition and Transportation	Fund the tuition and transportation costs for one Great Barrington student to attend the vocational program at Taconic High School in Pittsfield.	Tax Levy	\$ 65,000
6	Stabilization	To build back up the Town's reserves. Stabilization at one point was over \$1,000,000. In 20 years, the town has used \$1.1 million of stabilization funds to offset the tax levy or fund other purposes. In that same time period, only once has money been replenished/transferred in; that was in 2006. With the significant increase in Free Cash this year, it would be prudent for the Town to set money aside and build this reserve back up.	Free Cash	\$ 200,000
7	Capital Stabilization	In May of 2019, the town voted to establish a Capital Stabilization Fund and seeded it with \$1,000,000. It was the intent of contributing to it annually but we were unable to fund it in FY21. This proposed amount captures the unfunded FY21 amount and the contribution for FY22.	Free Cash	\$ 200,000

\$ 918,150

Reserve Balances & Excess Levy Capacity

- Certified Free Cash • \$5,614,845
- Stabilization Fund • \$ 282,019
- Capital Stabilization Fund • \$1,012,554
- Excess Levy Capacity (est. FY22) • \$1,671,912
- Sewer Enterprise Retained Earnings • \$5,088,773

Great Barrington Budget & Financial Policy for Fiscal Year 2022

The Town of Great Barrington will manage municipal finances wisely. This will include planning for adequate funding to: 1) Provide and maintain public services and facilities at a level that will ensure public well-being and safety; 2) Comply with all State and local by-laws, rules and regulations; and 3) Meet the strategic priorities of the Town.

The budget and financial goals set forth by the Town Selectboard and the Finance Committee in the policy document outlines the priorities and objectives of the Town and provides agreed upon financial guidelines to be used in the preparation and review of the annual budget.

STRATEGIC PRIORITIES

- Ensure public safety.
- Ensure public health.
- Maintain a strong local economy.
- Strive for a high quality of life.
- Seek environmental sustainability.
- Ensure the fiscal stability of the Town.
- Maintain public infrastructure.
- Follow Great Barrington's Master Plan.

FINANCIAL GOALS

- Maintain adequate financial resources to sustain municipal services in the short and long term.
- Respond to the changes in the economy and meet the priority needs of the Town.
- Provide quality services efficiently and on a cost-effective basis.
- Maintain our top level bond rating.
- Work to keep the overall tax levy reasonable in consideration of other priorities and goals.

FINANCIAL MANAGEMENT POLICY

Revenue

- Services provided may not exceed available resources.
- Process must provide quality estimates of anticipated revenue.
- Process must anticipate any changes in revenue in upcoming years.
- Seek to diversify revenue sources.
- Estimate available resources including state funds, local funds, fees, grants and other sources.
- Estimate available resources including state funds, local funds, fees, grants and other sources.

Real Estate Tax

- Town should restrict levy to a 2.5% increase over the prior year levy limit adjusted for new construction growth and net debt and capital exclusions, as per Mass General Law.

- Proposed budget to not exceed legal property tax levy. Evaluate estimated tax rate based on level of affordability including: average and median income; average and median value of real property and the cost of living.

User Fees

- Establish user fees and other non-property tax revenues to recoup, to the extent possible, the costs of supplying a particular service.
- Review current department fee structures and charges for services annually to determine if they reflect the cost of the service and are also reasonable and affordable fees.

Debt Management

- Allow no borrowing to fund operational programs
- Debt service payments may not require the elimination of essential Town services
- Ensure that the Town's general obligation debt ratio not exceed 50% of statutory limit (5% of equalized valuation).
- Exempt from Proposition 2½ any long-term capital debt for municipal buildings, WWTP improvements, fire apparatus acquisition and school facilities improvements.

Service Delivery

- Manage financial resources through internal controls.
- Establish operation practices that minimize the cost of government and financial risk.
- Provide efficient public services.
- Minimize the cost of administration.
- Identify and measure performance outcomes.
- Review the level of services and standards annually.

BUDGET PREPARATION PROCESS

The FY2022 budget will be estimated in accordance with municipal code and applicable state law. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund and the Enterprise Fund.

The annual operating budget will contain complete financial statements that show outstanding obligations of the municipality, cash on hand to the credit of each fund, funds received from all sources during the preceding year, funds available from all sources during the ensuing year, revenue estimates to cover expenses in the proposed budget and the estimated tax rate required to fund the proposed budget.

For Fiscal Year 2022, the Selectboard and the Finance Committee agree that the budget preparation and review process shall include the following steps:

1. Review and approve Finance Policy
2. Distribute Budget Books:
 - a. Forecast Revenues.
 - b. Updated Capital Plan.
 - c. Review Department Budgets.
 - d. Recommended Projects Proposed for CPA Funds.

3. Participate in BHRSD joint budget meeting with Stockbridge and West Stockbridge.
4. Hold Budget Workshop Meetings.
5. Hold Public Hearing.

The Selectboard and the Finance Committee will jointly set the dates for the above budget meetings.

For Fiscal Year 2022, the Selectboard and the Finance Committee agree that the following will be done to ensure there is community engagement in the budget process:

- 1) Provide on-line access to budget information.
- 2) Provide printed budget books for the public at the libraries.
- 3) Provide a digital budget book on the town website.
- 4) Hold open meetings and hearing.

LOCAL GOVERNMENT SERVICES

- The Town Manager will prepare the budget for review by the Selectboard and the Finance Committee.
- The Town Manager may propose significant reorganizational changes and provide alternative ways to deliver services within the proposed budget.
- Performance objectives and goals will be identified and assessed.
- The Town Manager may propose elimination of services in the budget if it is not needed or cost-effective and/or propose new services as needed.
- Any service reductions shall be noted in the Fiscal 2022 budget presentation.
- Salaries and employee insurance contributions shall be set in the Fiscal Year 2022 budget pursuant to the Town's collective bargaining units and/or those already approved via a negotiated settlement and for non-represented personnel as authorized by the Town Manager.

For any proposed new initiatives, the Town Manager will:

- 1) Explain and justify the new needs(s).
- 2) Identify alternatives to what is being proposed and the pros and cons.
- 3) Identify the cost and benefit of the proposed alternative.
- 4) Identify financing source to pay for new need.
- 5) New need(s) include: any expansion of municipal services necessary; any additional staff and any additional resources needed to meet service needs or expanded service needs.

TOWN BUDGET FORMAT

For Fiscal Year 2022, the Selectboard and the Finance Committee agree that the following will be done to ensure that the budget information is provided in a format that is clear, accurate and complete.

Operating Budget Process:

- The Town Manager to request that Departments submit proposed budgets with operational plans and reports. Background information will include department goals and objectives, strategic initiatives, summary of activities and level of service.

- The Town Manager to review methods of operation, program service delivery and expenditure of resources inclusive of manpower allocation to ensure maximum efficiency of the Town.
- The Town Manager to provide complete financial statements in the Budget Book to include:
 - Outstanding obligations.
 - Cash on hand.
 - Funds received from prior year.
 - Sources of funds from prior year.
 - Estimated revenues.
 - Estimated expenses.
 - Estimated tax levy.
 - Estimated tax rate.
 - Estimated user fees for services.

Capital Budget Report:

- The Town defines a capital project as having an overall expenditure of \$10,000 and a life expectancy in excess of 2 years.
- The Town's annual budget will include a capital plan that identifies work to be started within that fiscal year.
- The budget shall include a five-year Capital Improvement Plan for all Town assets.
- Each year, the Selectboard and the Finance Committee will review the five-year Capital Improvement Plan to identify the future upcoming needs, review any changes to the schedule, cost estimate or sources of funding.
- Operational costs associated with any new equipment or infrastructure will be identified.
- The capital budget report will include the Debt Schedule broken down by department and function and a 10-year history be provided if possible.
- Identify a funding plan that reflects available State funds, grants, bonds and tax levy dollars to finance each project.

Enterprise Fund Process:

- The Town Manager shall prepare a budget for the Enterprise Fund that maintains it as a self-supporting fund, without a property tax transfer.
- The Enterprise Fund budget will include a report on sewer fees and rate structure.

As adopted by the Finance Committee on the 2nd day of February 2021

As adopted by the Selectboard on the 8th day of February 2021

Municipal Budget Glossary

Activity Measures: Specific quantitative and qualitative measures of work performed by the department (e.g., total miles of streets cleaned).

Adopted Budget: The budget as approved by Town Meeting.

Amortize: The reduction of debt by regular payments of principal sufficient to retire the debt by maturity.

Amortization Schedule: A schedule of debt service payments separating the portions of payments attributable to principal and interest.

Appropriation: An authorization made by the Town Meeting which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation: The full and fair market valuation of real and personal property as of January 1 determined by the Town Assessor and reviewed and certified by the State used as a basis for levying property taxes.

Asset: A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of accounting transactions and management's internal accounting controls and is intended to ascertain whether financial statements fairly present financial position and results of operations; test whether transactions have been legally performed; identify areas for possible improvements in accounting practices and procedures; ascertain whether transactions have been recorded accurately and consistently; and ascertain the stewardship of officials responsible for governmental resources.

Balanced Budget: A budget where estimated revenues equal estimated expenditures.

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

B.I.D.: Business Improvement District

Board of Selectmen: See "Selectboard".

Bond: A written promise to pay a specified sum of money (principal) at a specified date or dates in the future (maturity dates) together with Bond Anticipation Notes (BAN's): Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Budget: A comprehensive financial plan of operation which attempts to rationalize the allocation of limited revenues among competing expenditure requirements for a given time period.

Budget Calendar: The schedule of key dates of milestones which a government follows in the preparation and adoption of the budget.

Budget Document: The written book prepared by the Town Manager and staff which presents the proposed budget to the Selectboard and Finance Committee.

Budget Highlights: An explanation of major changes (increases or decreases) in budgeted amounts (for revenues or expenses) or significant operational data to better clarify public funding justification.

Budget Message: A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues and incorporates the policy and strategic planning directives against the background of financial experience in recent years and presents recommendations made by the Town Manager.

Budget Policy: The document annually adopted by the Finance Committee and Selectboard establishing the guidelines under which the Town Manager shall follow in the development of the Town budget.

By-Law: A formal legislative enactment of the Town Meeting having the force of law.

Callable Bond: A type of bond with a feature that permits the issuer to pay the obligation before the stated maturity date by giving notice (a "call") of redemption.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget: A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget is based on the Capital Improvement Program (CIP).

Capital Improvements: Expenditures which result in the acquisition of land, construction costs or improvements to land, buildings, or equipment valued at \$10,000 and with useful lives of at least 2 years.

Capital Improvement Program: A five-year plan designed to provide public and utility facilities (capital improvements) such as roads, sewer lines, parks, libraries, drainage projects and government buildings which are needed to support the Town.

Capital Lease: An agreement that conveys the right to use property, plant, or equipment for a stated period of time.

Capital Outlay: Expenditures for equipment, vehicles or machinery that results in the acquisition or addition to fixed assets with a value over \$10,000.

Capital Project Fund: To account for financial resources to be used for the acquisition or construction of major capital facilities.

Carry Forward: Designated fund balance representing dollars left at the end of one year to be carried forward as revenue in the next year for specified purposes.

Cash Basis: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Charter: An act establishing the Selectboard/ Town Manager form of administration in the Town of Great Barrington enacted by the General Court as Ch. 184, Act of 1992.

Community Preservation Act Surcharge (CPA Surcharge): A surcharge on real property which provides a dedicated funding source to expand certain community assets such as open space, historic resources, recreational land and community housing.

Contingency Fund: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost Accounting: Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

Debt Limit: The maximum amount of General Obligation borrowing allowed by statute to be outstanding.

Debt Service: Payment of interest and repayment of principal to holders of a government's debt instruments (bonds and loans).

Deficit: The excess of an entity's liabilities over its assets (See Fund Balance); the excess of expenditures or expenses over revenues during a single accounting period.

Department: An organizational unit authorized by the Selectboard, responsible for carrying out a major governmental functions, such as Public Safety or Financial Administration.

Department Head: Managers of discrete service programs within the Town, as authorized by the Selectboard reporting to the Town Manager.

Departmental Budget Detail: A budget that focuses upon the goals and objectives of a department.

Depreciation: The portion of the cost of a fixed asset charged as an expense during a particular

period.

Encumbrances: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

Enterprise Fund: A fund established to account for operations financed in a manner similar to a private business enterprise; i.e., where the costs of providing goods and services to the public are financed or recovered through user charges.

Equivalent Dwelling Unit (EDU): An EDU is a cost allocation method to bill the users of the sanitary sewer system when actual usage is either not available or impractical to be used for billing purposes.

Expenditure: The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Finance Committee: The Finance Committee serves as the Advisory Board, making recommendations to Town Meeting on the Town Budget and all Warrant Articles. In addition, the Finance Committee approves appropriations from the Reserve Fund.

Fiscal Year: Any consecutive 12-month period designated as the budget year. By statute, the Town of Great Barrington's budget year is July 1st through June 30th.

Fixed Asset: A tangible, operational asset having a useful life of at least two years and an original cost of at least \$10,000.

Forecast: An estimate of revenues and expenses for the current fiscal year to be used to determine the expected balances at the end of the year.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts where revenues equal expenses which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance: The excess of current assets over current liabilities for each fund at the end of each fiscal year. A negative fund balance is sometimes called a deficit. For governmental funds, the fund balance is equal to the excess of revenues over expenses for a given fiscal year.

General Fund: A fund containing revenues such as property taxes not designed by law for any one special purpose.

General Obligation Bonds: When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation bonds. The term is usually used to refer to bonds which will be repaid from taxes and other general revenues.

Goals: Written statements which reflect the broad, general purpose of a department or fund.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Impact Fees: Monetary payments made by builders or developers to jurisdictions in order to defray the public costs of providing infrastructure services to the development.

Infrastructure: Facilities, on which the continuance and growth of a community depend, such as roads, sewer lines, etc.

Interfund Transfers: Amounts transferred from one fund to another.

Intergovernmental Charges: Charges for services provided to other governments.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements or shared revenues.

Internal Control: A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and records and procedures are arranged appropriate to facilitate effective control.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to other departments on a reimbursement basis.

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

Labor: Costs related to compensating Town employees including salaries, wages, overtime pay, shift differential, holiday pay and employee benefits costs. Employee benefit costs include social security, retirement, health, dental, and life insurance, and workers compensation.

Levy: To impose taxes, special assessments or service charges for the support of Town activities.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.

Manager: Department Head, Division Head, or Town Manager responsible for a department division or fund.

Mandate: Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a

direct order or that is required as a condition of aid.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis: The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time the liabilities are incurred. Revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

Municipal Budget (AKA Town Budget): The annual budget for each Fiscal Year as approved by Town Meeting.

Net Cost to General Revenues: Appropriations less assigned (departmental) revenues equals the net amount of expenses paid for through property taxes.

Non-operating Revenues: Revenues incidental to, or by-products of, the fund's primary activities.

Objectives: Statements of expected results that, when achieved, will go toward accomplishing the goals of a departmental fund.

Object of Expenditure: Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include: personal services (salaries and wages); contracted services (utilities, maintenance contracts, travel); supplies and materials; and capital outlays.

Operating Transfer: Transfers of cash or other assets from one Town fund to another Town fund.

Operations and Maintenance: Costs associated with on-going operations; i.e., contractual services, supplies, utilities, maintenance costs, leases, insurance, and materials.

Other Borrowings (aka DEBT): Within the Capital Improvement Program document, a means of designating funding sources requiring the issuance of long-term obligations not involving a pledge of the full faith and credit of the Town.

Permanent Positions: Total number of authorized employees, within departments, including full-time and part-time positions who work on an annual basis.

Principal: The face value of a bond.

Productivity: Maximizing the use of resources (personnel and dollars) to achieve an effective result at the least possible cost.

Property Tax: A tax levied on the assessed value of real property.

Proprietary Funds: Funds operated like a business and charging user fees including Enterprise and Internal Service Funds.

Public Works Projects: Within the Capital Improvement Program document, those projects which involve infrastructure improvements of direct and measurable benefit to specific properties or geographic areas of the Town.

Reserve: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

Resolution: A formal legislative document of the Selectboard expressing its intent.

Retained Earnings: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue: Financial resources received from taxes, user charges and other levels of government such as state revenue sharing.

Revenue Bonds: When a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds.

Revised Budget: The adopted budget plus any legally authorized subsequent budget alterations.

Selectboard: Elected by the voters of the Town, the Selectboard serves as the goal setting, long range planning and policy making body of the Town. They shall review the annual proposed budget and make recommendations with respect thereto. The Town Manager shall present the budget, incorporating recommendations of the Selectmen to the Finance Committee.

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Assessments: User fees charged to property owners for the initial cost of public works' improvements directly benefiting those properties.

Special Revenue Funds: To account for the proceeds of specific sources of revenue that is legally restricted to expenditures for specific purposes.

Strategic Planning: A method of priority setting based on establishing goals, objectives and implementation plans.

Surplus: See Fund Balance.

Tax Incremental District (TID or TIF): A legally bounded area of the Town established at a specific date, after which all property taxes levied on additional equalized values are retained by

the district until approved development costs therein are paid.

Tax Levy: The total amount to be raised by general property taxes for the purposes stated in a resolution certified to the Town Treasurer.

Tax Rate: The amount of taxes levied for each \$1,000 of assessed valuation.

Town Manager: The Chief Administrative Officer of the town, responsible to the Selectboard for the effective management of all town affairs under his/her supervision. The Chief Financial Officer of the town responsible for the design and preparation of the municipal budget, filing grant applications, and controlling budget expenditures.

Town Meeting: The legislative body responsible for enacting Town By-laws and approving the Municipal Budget.

Transfers: A budgeted revenue or appropriation to reflect the transfer of dollars from one Town fund to another Town fund. Revenue transfers reflect transfers from other funds. Expenditure transfers reflect transfers to other funds.

Trust Funds: To account for cash set aside in a trustee capacity, such as donations for certain programs.

Unit of Measure: The measure of quantity of a specific product or unit or service.

User Charges: Also known as user fees. The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Voucher: A written document which is evidence of the propriety of a particular transaction and typically indicates the amounts to be affected by the transaction.